



# HOW TO AVOID PLAGIARISM A HANDBOOK FOR POSTGRADUATE STUDENTS

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## 1.0 INTRODUCTION

Welcome to the University of Malaya.

In registering to be a post-graduate student, you have chosen to study as **a student researcher**. As a post-graduate student, you are bound by a code of academic conduct. This means that you are expected to follow certain rules and regulations as part of the academic/scholarly community of students and staff. *This code of conduct (Kaedah-kaedah UM (Tatatertib Pelajar-Pelajar) 1999,* states clearly what you can or cannot do in research as a post-graduate student of the university.

### 1.1 Academic Integrity and Conduct

All post-graduate students are expected to have **academic integrity**.

***This means that you are expected to produce original academic work.*** This work must be the result of your own thought, research or self-expression at all times. However, you are also expected to base your work on the text, information and ideas of experts and authorities.

Therefore, it is necessary that you know how to read, research and refer to the work of other people. You are expected to know how to select, organize, summarize, and interpret the body of information obtained, and more importantly, how to acknowledge them as your sources of information.

If you **do not acknowledge** the work of others in your own work (assignments, reports, thesis, dissertations, etc), you are guilty of **plagiarism** – which is a serious form of misconduct in the academic world. The University of Malaya views plagiarism seriously. In the ***Universiti dan Kolej Universiti (UM Tatatertib Pelajar 1999) Akta, Kaedah 6, Perkara 1 – 2*** states clearly that:

1. *A student shall not plagiarize any idea, writing, data, or invention belonging to another person.*
2. *For the purpose of this rule, plagiarism includes:*
  - a) *the act of taking an idea, writing, data or invention of another person and claiming that the idea, writing, data or invention is the result of one's own findings or creation;*  
*or*
  - b) *an attempt to make out or the act of making out, in such a way that one is the original source or the creator of an idea, writing, data or invention which has actually been taken from some other source.*

(For further details of the University's policy on plagiarism, see Appendix A)

## 1.2 Correct Research Conduct for Students

Research conduct refers to how you carry out your research and what you do with your data and information, as well as how you write up and present your assignments, reports, projects, thesis, dissertation, etc. It also includes your responsibility to the community and issues of confidentiality.

To achieve academic excellence, you should produce original work with appropriate and correct **CITATIONS** of the work, information, ideas that you have taken from any source. This is correct research conduct for all post-graduate students.

Hence, the best way to do this and to avoid plagiarism is to always

- a. take careful notes of where you get your ideas or information from;
- b. acknowledge others' work correctly (phrases, quotations, ideas, graphics, diagrams, charts, tables and figures);
- c. borrow assignments from friends and seniors.

## 1.3 Your Role and Responsibility in Preventing Plagiarism

As a student, you have a responsibility to prevent plagiarism. You can do this in several ways:

- a. Ensure that you have a sound knowledge of what plagiarism is.
- b. Ask questions to clear any doubts that you may have on plagiarism.
- c. Clarify/check what actions of yours or your peers could be interpreted as plagiarism.
- d. Participate actively in any workshop or seminar on plagiarism organized by your faculty or the University.
- e. Share your understanding and knowledge of the code of ethics on research conduct.
- f. Explain the consequences of plagiarism to your peers who are not aware that plagiarism is a serious academic offence.

## 2.0 ACADEMIC MISCONDUCT

### 2.1 Plagiarism

As a postgraduate student, ***you cannot take, use, and pass off as your own (in whatever form) the ideas and words of another, without proper reference.***

Simply stated, plagiarism is ***copying someone else's words, information or even ideas without acknowledging the source (the person and the work).***

There are many ways in which students plagiarize. Below are some instances in which you could be found guilty of plagiarism:

- a. Copying any portion from books, journals and electronic sources without acknowledgement;
- b. Copying other student's work (sentences or paragraphs), without acknowledgement;
- c. Using any part of a previously marked work in a new assignment for the same/another tutor/lecturer.

(For further details and examples of the types of actions can constitute plagiarism, please refer to the Appendix B)

### 2.2 Penalties for Plagiarism

Plagiarism is a very serious academic offence, and can result in serious consequences for you as a student including:

- a. A "Fail" grade for your work (assignment, project, thesis, course).
- b. Suspension of one semester or one academic session.
- c. Expulsion from the University.
- d. Withdrawal of your degree.

## 3.0 INTEGRATION OF RESEARCHED INFORMATION INTO YOUR WORK

When you use the words/texts of another person without acknowledging them, it is wrong. It is also wrong if you present someone else's program codes, formulas, concepts, creative works such as choreography, lyrics, musical scores, scripts, paintings, designs, illustrations, etc. as your own, without giving appropriate credit to the original author or source.

### 3.1 Acts of Plagiarism

You can be accused of plagiarism if you do not acknowledge the sources of information.

#### DON'T

- take someone else's idea.
- cut and paste from websites.
- insert phrases and parts of an original text into your ownwork.
- present as new and original an idea or product derived from an existing work.
- copy information or ideas from books, dictionaries, journals, magazines, newspapers, textbooks, TV and radio programmes, movies and videos, photographs and drawings, charts and graphs, etc.
- translate an original text or parts of it.

(For a more comprehensive list of plagiarism offences, refer to Appendix C)

### 3.2 Techniques for Integrating Researched Information

You need to know how to include the information you have taken from other works into your own work. You can do this through the use of techniques such as **quotation**, **paraphrase**, **summarize** and **citation**.

#### 3.2.1 Quotation

A quotation is

- a word for word presentation of what is said or written in someone else's work.
- presented by using quotation marks ("...").
- the source of the quote must be cited in the text and reference list.
- sometimes referred to as a "direct quote".

#### What to do:

- Quote only when necessary – the quoted part should only be supplementary to your own work.
- Copy the sentence(s) exactly the same as the original.

- Use quotation marks (“...”) at the beginning and end of the quote (For a long quote, use an indented block set off from the main text).
- Identify every source of the quote; write its author, title of article/ journal/ book, volume number, year and place of publication, publisher, page number, website address, etc.

**Example:**

Original	Quotation
<p>The Institute of Postgraduate Studies acts as the administration centre for the University’s postgraduate programmes.</p>	<p><i>“The Institute of Postgraduate Studies acts as the administration centre for the University’s postgraduate programmes.”</i> (UM, 2007)</p>
<p><b>Example of a long quote</b></p> <p>With more than a thousand international students from nearly 70 countries, IPS proudly upholds the traditions and standards of excellence in teaching, research and scholarships, by providing effective and efficient student services, opportunities and a platform for the sharing &amp; shaping of ideas.</p>	<p>According to the management of the University of Malaya, <i>With more than a thousand international students from nearly 70 countries, IPS proudly upholds the traditions and standards of excellence in teaching, research and scholarships, by providing effective and efficient student services, opportunities and a platform for the sharing &amp; shaping of ideas.</i> (UM, 2007)</p>

[http://www.um.edu.my/professionalsindex\\_professionals.php?intPrefLangID=1&](http://www.um.edu.my/professionalsindex_professionals.php?intPrefLangID=1&)

**What NOT to do:**

- Substituting just a few words in the original text and passing it off as your own.
- Borrowing large portions of the original work.

### 3.2.2 Paraphrase

A paraphrase is

- a restatement of what someone else wrote or said (in your own words).

#### What to do:

- Use your own words.
- Your paraphrased text can be shorter or longer than the source.
- The source of the paraphrase must be cited in the text and reference list.

#### Example:

Original	Paraphrase
The Institute of Postgraduate Studies acts as the administration centre for the University's postgraduate programmes.	The centre for administration of programmes for post-graduate studies is the Institute of Postgraduate Studies.

#### What NOT to do:

- Use the original words, phrases, and expression.
- Omit details of the original source.
- Lose the original sense of the source.
- Replace only a few words in the original.
- Rearrange the order of words/or sentences.

### 3.2.3 Summary

A summary is

- a shortened version of the original source without changing the meaning.

#### What to do:

- Clearly identify the main points.
- Leave out details and examples.
- The source of the summary must be cited.



## Example

Original	Summary
<p>The Institute of Postgraduate Studies acts as the administration centre for the University's postgraduate programmes. Drawing on the strengths of the Faculties and Research Centres, as well as on the individual expertise available in the University, IPS hopes to help postgraduate students achieve excellence in multidisciplinary research, postgraduate education and training to meet the growing demands of the worlds of academia, economics, politics, science and technology and the arts.</p>	<p>This institute administrates the University's postgraduate programmes. In cooperation with academic staff and institutions in the University, IPS aims to assist research, education and training in various fields for postgraduate students.</p>

### What NOT to do:

- Change the original meaning of the text

### 3.2.4 Citation

A citation is

- an identification of the source of a quote, paraphrase or summary.

Academic and professional writing requires a full citation:

- a. in text;
- b. in a bibliography at the end of the text;
- c. includes author and title of article/ journal/ book, volume number, year and place of publication, publisher, page number, website address, etc.

*(For an explanation on when and how to cite, refer to 4.0 Citation Methodology)*

## 4.0 CITATION METHODOLOGY

As a research student, you will refer to original sources in your academic work. It is important that you give credit to the authors of these sources for their work. Therefore accurate acknowledgement of the sources used in your academic work is necessary. This acknowledgement is known as citing or referencing.

The following sections present how you can cite or reference in your text (in-text citation) as well as in the reference list/bibliography.

### 4.1 Types of Citations

To cite is to quote a passage, book or author. You need to collect the details of your source and mention them in your text, and in a reference list (bibliography) at the end of your work which gives all details of the works that you have referred to.

#### 4.1.1 In-text citation

When you refer to ideas or information that you have found and intend to use in your work, you indicate each reference by mentioning the author and date of the publication you have referred to or cited.

In-text citation may be done in various ways:

Quotation / Citation

In order to support your argument, you can refer to the author's words but do not want to quote directly. Such citations are inserted in paragraphs and/or sentences to make it clear whose information you have cited and what information you have used. This is also done to enable the readers to easily locate the source of the information in the reference list. This is "In-text citation". The in-text citation states the author's last name and the year of publication in parentheses.

**In-text Citations** (Based on the APA style):

Single author

Author's last name, year of publication:

**Example:**

One recent study finds a generic link to alcoholism **(Jones, 1997)**.  
If the author's last name is mentioned in the citation, only the year is stated:

**Example:**

Jones finds a genetic link to alcoholism **(1997)**.  
Two authors  
Both authors' last names in parentheses:

**Example:**

... **(Cortez & Jones, 1997)**.  
If the names are mentioned in the citation,

**Example:**

Cortez and Jones **(1997)** found that ....

(For in-text citation of more than 2 authors and other types of sources, refer to Appendix D)

#### **4.1.2. Direct Quote / Citation**

Direct quoting refers to when you copy the exact words of another author; the page number must be provided.

**Example:**

As one writer put it "the darkest days were still ahead"  
**(Weston, 1988, p. 45)**.

If the name appears in the text:

**Example:**

Weston **(1988)** argued that "the darkest days were still ahead" **(p. 45)**.

#### **4.1.3. Paraphrase**

Paraphrasing is to state another author's ideas into your own words. You need to mention the author, year of publication and page in your in-text reference. Providing

page numbers for a paraphrase is encouraged by the APA format, but it is optional.

**Example:**

According to Jones (1998), APA style is a difficult citation format for first-time learners.

APA style is a difficult citation format for first-time learners (Jones, 1998, p. 199).

(Adapted from APA Format: In-text Citation, [www.english.uiuc.edu/resources/citation\\_styles/apa/intext...](http://www.english.uiuc.edu/resources/citation_styles/apa/intext...))

## 4.2 Different Citation Styles

There are many accepted styles in which to present your references. Each style is a system with consistent rules about how to display a citation including punctuation, font, capitalization etc.) within your text, as an endnote, and in your bibliography.

The following styles are commonly used:

- APA** American Psychological Association. (2001). *Publication manual of the American Psychological Association* (5<sup>th</sup> ed.). Washington, DC: American Psychological Association. [www.apastyle.org/aboutstyle.html](http://www.apastyle.org/aboutstyle.html)
- Harvard** Nicholson I Dr., 2000, "Harvard Referencing 3<sup>rd</sup> edn"., [online]. Available from: [www.home/gil.com.au/~jandi/Harvard\\_3.00.pdf](http://www.home/gil.com.au/~jandi/Harvard_3.00.pdf)[date sourced].  
[www.library.uq.edu.au/training/citation/harvard\\_5.pdf](http://www.library.uq.edu.au/training/citation/harvard_5.pdf)
- MLA** *MLA Handbook for Writers of Research Papers*, 6<sup>th</sup> ed. Modern Language Society, 2003. [www.mla.org](http://www.mla.org)
- Turabian** Turabian, Kate L. *A Manual for Writers of Term Papers, Theses, and Dissertations*, 6<sup>th</sup> ed., Chicago: University of Chicago Press, 1996. [www.libs.uga.edu/ref/turabian.html](http://www.libs.uga.edu/ref/turabian.html)

If you are unsure which style to use, please check with your tutor / lecturer / supervisor. If you are unable to get instructions on which style is the most appropriate to use, you should choose any style

relevant to your faculty or discipline and use it consistently in all your assignments / work / research.

(For examples of the different styles of citation conventions for arts (humanities) and science - based disciplines, refer to Appendix G)

### **4.3 Reference List / Bibliography**

At the end of your work, you need to acknowledge the information that you have referred to in your text by providing a list of all your sources.

This Reference List or Bibliography should be based on whichever particular style your faculty uses.

(To write a proper reference list based on the APA style, refer to Appendix E)

Once you are familiar with the reference style, you need to note that:

- all references in the reference list must be cited in the text;
- all references cited in the text must be included in the reference list;
- the reference list should start with a new page;
- the title of this list should be “References/Bibliography”, centred at the top of the page;
- references are listed in alphabetical order by author’s surname;
- the reference list should be double spaced with a hanging indent for the second and subsequent lines.

(For an example of a reference page based on the APA style, refer to Appendix F)

There are different reference styles and each style presents the same information about a particular source in different ways. There are two tables available to help you understand and recognize the different styles of bibliography entries. Table 1 features entries for the Arts/ Humanities while Table 2 features entries for the Sciences.

(For Tables 1 and 2, refer to Appendix G.)

Finally, we welcome you once again, as a post-graduate student, to the academic research community of the University of Malaya. Happy working.

## APPENDIX A

### KAEDAH-KAEDAH UM (TATATERTIB PELAJAR-PELAJAR) 1999

#### Akta Universiti dan Kolej Universiti 1971 Seksyen 16C Akta Universiti dan Kolej Universiti 1971 (Akta 30) Bahagian II Tatatertib Am Larangan terhadap Plagiarisme 6 (1), 6 (2) a,b, 6 (3) a-h

- A) ***Kaedah 6, Perkara 1 – 3 Akta Universiti dan Kolej Universiti (UM Tatatertib Pelajar 1999):***
3. A student shall not plagiarize any idea, writing, data, or invention belonging to another person.
  4. For the purpose of this rule, plagiarism includes:
    - a) the act of taking an idea, writing, data or invention of another person and claiming that the idea, writing, data or invention is the result of one's own findings or creation; or
    - b) an attempt to make out or the act of making out, in such a way that one is the original source or the creator of an idea, writing, data or invention which has actually been taken from some other source.
  5. Without prejudice to the generality of sub-rule (2) a student plagiarizes when he:
    - a) publishes, with himself as the author, an abstract, article, scientific or academic paper, or book which is wholly or partly written by some other person;
    - b) incorporates himself or allows himself to be incorporated as a co-author of an abstract, article, scientific or academic paper or book, when he has nor made any written contribution to the abstract, article, scientific or academic paper, or book;
    - c) forces another person to include his name in the list of co-researchers for a particular research project or in the list of co-authors for a publication when he has not made any contribution which may qualify him as a co-researcher or co-author;
    - d) extracts academic data which are results of research undertaken by some other person, such as laboratory findings of field work findings or data obtained through library research, whether published or unpublished, and incorporate

- those data as part of his academic research without giving due acknowledgement to the actual source;
- e) uses research data obtained through collaborative work with some other person, whether or not that other person is a staff member or a student of the University, as part of another distinct personal academic research of his, or for a publication in his own name as sole author, without obtaining the consent of his co-researchers prior to embarking on his personal research or prior to publishing the data;
  - f) transcribes the ideas or creations of another kept in whatever form, whether written, printed or available in electronic form, or in slide form, or in whatever form of teaching or research apparatus, or in other form, and claims whether directly or indirectly that he is the creator of that idea or creation;
  - g) translates the writing or creation of another person from one language to another whether or not wholly or partly, and subsequently presents the translation in whatever form or manner as his own writing or creation; or
  - h) extracts ideas from another person's writing or creation and makes certain modifications without due reference to the original source and rearranges them in such a way that it appears as if he is the creator of those ideas.

As already indicated above, the University sees plagiarism as a serious academic offence and the University reserves the right to deal with this offence as it deems appropriate. For the investigating procedure of cases of plagiarism, possible penalties and avenues for appeal, see **Procedures and Mechanism** (web-site reference???)

## APPENDIX B

### TYPES OF PLAGIARISM

Here are instances of how you could be plagiarizing in the way you use your referenced information.

#### 1. Total / Partial Copying

- A. When you submit an assignment, report or project that you have copied totally or partially from a website, a friend's work, or some other sources, without acknowledgement, this is plagiarism because:
- i. You did not do any original research or writing.
  - ii. The work is created by someone else, and yet you put your name on it.

#### Example:

Suppose you have been given an assignment on the topic - "Qualitative Research". You do a search on the Internet and discover information on the Wikipedia website. It gives a clear and interesting explanation about qualitative research at the following address [http://en.wikipedia.org/wiki/Qualitative\\_research](http://en.wikipedia.org/wiki/Qualitative_research)

If you were to copy this text, paste it into your document and hand it in as your assignment, you would be plagiarizing.

#### Original Text

Qualitative research is one of the two major approaches to research methodology in social sciences. Qualitative research involves an indepth understanding of human behaviour and the reasons that govern human behaviour. Unlike quantitative research, qualitative research relies on reasons behind various aspects of behaviour.

- B. If you were to change a few words, or substitute some words/phrases in the original text with your own, you would still be plagiarizing.

#### Plagiarized Text with word changes (*red, italicized*)

Qualitative research is *an approach* to research methodology in social sciences. Qualitative research involves *a deep* understanding



of human behaviour and the reasons that **control** human. *It* relies on reasons behind various aspects of behaviour.

## 2. Cut and Paste

Another type of plagiarism involves copying large chunks of text from one or more original sources and inserting them into the assignment.

For example, suppose you are doing the above assignment on “Qualitative Research” and you include a few sentences from the Wikipedia website. Unless you present the sentences as a quote with full citation, you are committing plagiarism.

### Original text

Simply put, it investigates the why and how of decision making, as compared to what, where, and when of quantitative research. Hence, the need is for smaller but focused samples rather than large random samples. From which, qualitative research categorizes data into patterns as the primary basis for organizing and reporting results.

**Plagiarized Text (red, italicized)** = “inserted text’ with no acknowledge of source

There are two ways in which a researcher can do research - qualitative and quantitative. However, in the social sciences, the qualitative method allows in-depth study of the subject or area of research. This method of research allows investigation of reasons behind various aspects of behaviour. ***Simply put, It investigates the why and how of decision making, as compared to what, where, and when of quantitative research. Hence, the need is for smaller but focused samples rather than large random samples.*** It is from these samples of data that patterns can be drawn. ***These patterns are the primary basis for organizing and reporting results.***

### NOTE:

***If you turn in a paper which contains all quotes, mostly quotes,*** you will still be cheating even if you properly cite them all.

First, any academic assignment ***should include original work***, such as an original evaluation of sources or an original comparison of texts. Second, if you quote too much of any one text, you could also be ***violating copyright laws*** in addition to plagiarizing.

### 3. Inappropriate Paraphrase

A more subtle type of plagiarism is the “inappropriate paraphrase”. In this form of plagiarism, the quoted text is

- i. altered only slightly from the original and no acknowledgment of the original author is given, or
- ii. extensively paraphrased but with acknowledgement of the original author/s.

**NOTE:**

*If you turn in a paper which contains these types of paraphrases, you will still be cheating even if you properly cite them all.*

You cannot submit a paper which merely paraphrases one or two sources even if you acknowledge them. You do have to provide original input in order for your work to be considered authentic and original.

## APPENDIX C

### LIST OF PLAGIARISM OFFENCES

You are plagiarizing if you do any of the following without acknowledging the source or rightful owner/s:

- Choose topic/title for your report/ coursework/ essay/ dissertation/ thesis same as some other completed work
- Use someone else's work even with verbal consent of its rightful author
- Submit as your own someone else's unpublished work, either with or without permission
- Use even if unpublished work (such as another student's dissertation/ course work)
- Use graphs, diagrams, charts of others
- Use visual images – drawings, models, pictures, photographs, movies, etc - of others
- Present graphics based on data/ table of others
- Extract/ incorporate someone else's academic data
- Use research data obtained through collaborative work without obtaining the consent of co-researchers
- Publish an abstract, article, scientific or academic paper, or book which is wholly or partly written by some other person as its author or co-author
- Ask someone else to write or revise a report/ dissertation/ thesis for you
- Purchase a pre-written paper (either by mail or electronically) or downloading a paper from a free site
- Purchase someone else's report/ dissertation/ thesis
- Force others to include your name as co-researcher/ co-author without contribution
- Attempt to make out to be original/ sole author
- Do a course work, write an article, answer examination questions for other people
- Submit one's own previous work again (multi-posting)
- Turn in the same paper for more than one class without the permission of both lecturers
- Fabricate references or using incorrect references
- Rewrite a plagiarized text
- Fabricate results of survey/statistics/tables/graphs.

## APPENDIX D

### IN-TEXT CITATIONS (BASED ON APA STYLE)

Three, four, or five authors

In the first citation, cite all names and publication year:

**Example:**

... (Cortez, Jones, Gold, & Hammond, 1998).

If the names are mentioned in the text:

**Example:**

Cortez, Jones, Gold, and Hammond (1998) found that....

Subsequent citations of the same authors:

**Example:**

... (Cortez et al., 1998)

If the names appear in the text:

**Example:**

Cortez et al. (1998) found that...

Six or more authors

Use the first author's surname followed by et al. and the year of publication from the first citation:

**Example:**

... (Cortez et al., 1998)

Mention the names of all six authors (with et al. if there are more authors) in the reference list.

Different authors with the same surname

Use their first and middle initials:

**Example:**

...(B.A. Jones, 1998); (R.F. Jones, 1998)

More than one work by the same author  
When you cite the works together, use the author's surname once and then the years of each publication:

**Example:**

... (Stairs, 1992, 1993).

If the name appears in the text:

**Example:**

Stairs (1992, 1993) said...

Multiple authors cited together

**Example:**

... (Jones, 1998; Heckels, 1996; Stolotsky, 1992)

Group or corporate authors

If the name of the organisation is an abbreviation, write the full name in the first citation, and use the short form in subsequent citations:

First citation:

**Example:**

... (National Institute of Mental Health [NIMH], 1999)

Subsequent citation:

**Example :**

... (NIMH, 1999)

If no name of author is available

If author is unknown, use a short form of the title.

If the title is "The Effects of Aspirin on Heart Attack Victims", use the following format:

**Example**

("The Effects," 1995)

If the author is mentioned as "Anonymous", then use

**Example:**

... (Anonymous, 1999)

Personal communication

As personal communications are not cited in the reference list in APA style, they need clear in-text citation:

**Example:**

(H. J. Simpson, personal communication, September 29, 1999)

Citation of a secondary source

That is, a source is referred to in another publication:

**Example:**

...(Farrow, 1968, as cited in Ward & Decan, 1988)

If the name appears in the text:

**Example:**

Farrow (1968, as cited in Ward & Decan, 1988) finds....

Citation from an electronic source

Use paragraph numbers where page numbers are not provided:

**Example:**

...(Sturt, 2001, para. 2)

...(Sturt, 2001, ¶ 2) where ¶ stands for paragraph.

## APPENDIX E

### EXAMPLES OF TYPES OF REFERENCES FOR A REFERENCE LIST (APA STYLE)

BOOKS	APA
Book (no author or editor)	<i>Merriam-Webster's collegiate dictionary</i> (10 <sup>th</sup> ed.). (1993). Springfield, MA: Merriam Webster.
Book (one author)	Baddeley, A. D. (1999). <i>Essentials of human memory</i> . Hove, England: Psychology Press.
Book (two authors)	Beck, C. A. J., & Sales, B. D. (2001). <i>Family mediation: Facts, myths, and future prospects</i> . Washington, DC: American Psychological Association.
Corporate author, author as publisher	Australian Bureau of Statistics. (1991). <i>Estimated resident population by age and sex in statistical local areas</i> . New South Wales, June 1990 (no. 3209.1). Canberra, Australian Capital Territory; Author.
Edited book	Gibbs, J. T., & Huang, L. N. (Eds.). (1991). <i>Children of color: Psychological interventions with minority youth</i> . San Francisco: Jossey-Bass.
<b>ESSAYS OR CHAPTERS IN EDITED BOOKS</b>	
One author, Two editors	Bjork, R. A. (1989). Retrieval inhibition as an adaptive mechanism in human memory. In H. L. Roediger III & F. I. M. Craik (Eds.), <i>Varieties of memory &amp; consciousness</i> (pp. 309-330). Hillsdale, NJ: Erlbaum.
<b>ENCYCLOPEDIAS OR DICTIONARIES AND ENTRIES IN AN ENCYCLOPEDIA</b>	

Encyclopedia set or dictionary	Sadie, S. (Ed.). (1990). <i>The new Grove dictionary of music and musicians</i> (6 <sup>th</sup> ed., Vols. 1-20). London: Macmillan.
Encyclopedia article	Bergman, P. G. (1993). Relativity. In <i>The new encyclopedia Britannica</i> (Vol. 26, pp. 501-508). Chicago: Encyclopedia Britannica.
<b>JOURNALS, MAGAZINES, AND NEWSPAPERS</b>	
Journal article, one author	Mellers, B. A. (2000). Choice and the relative pleasure of consequences. <i>Psychological Bulletin</i> , 126, 910-924.
Journal article, two authors	Klimoski, R., & Palmer, S. (1993). The ADA and the hiring process in organizations. <i>Consulting Psychology Journal: Practice and Research</i> , 45 (2), 10-36.
Journal article, more than two authors	Saywitz, K. J., Mannarion, A. P., Berliner, L., & Cohen, J. A. (2000). Treatment for sexually abused children and adolescents. <i>American Psychologist</i> , 55, 1040-1049.
Magazine article	Kandel, E. R., & Squire, L. R. (2000, November 10). Neuroscience: Breaking down scientific barriers to the study of brain and mind. <i>Science</i> , 290, 1113-1120.
Newspaper article, no author	New drug appears to sharply cut risk of death from heart failure. (1993, July 15). <i>The Washington Post</i> , p. A12.
Newspaper article, one author, discontinuous pages	Schwartz, J. (1993, September 30). Obesity affects economic, social status. <i>The Washington Post</i> , pp. A1, A4.
<b>AUDIO - VISUAL MEDIA</b>	



Videocassette	Garmon, L. (Producer and Director), & Apsell, P. (Executive Producer). (1994). <i>Secret of the wild child</i> [Videocassette]. Boston, MA: WGBH Educational Foundation.
Audio recording	Costa, P. T., Jr. (Speaker). (1998). <i>Personality, continuity, and changes of adult life</i> (Cassette Recording No. 207-433-88A-B). Washington, DC: American Psychological Association.
Motion picture	Scorsese, M. (Producer), & Loneragan, K. (Writer/Director). (2000). <i>You can count on me</i> [Motion Picture]. United States: Paramount Pictures.
Television broadcast	Crystal, L. (Executive Producer). (1993, October 11). <i>The MacNeil/Lehrer news hour</i> [Television broadcast]. New York and Washington, DC: Public Broadcasting Service.
Television series	Miller, R. (Producer). (1989). <i>The mind</i> [Television series]. New York: WNET.
Music recording	Schocked, M. (1992). <i>Over the waterfall</i> . On <i>Arkansas traveller</i> [CD]. New York: PolyGram Music.
<b>ELECTRONIC MEDIA AND ONLINE SOURCES</b>	
Internet articles based on a print source (exists in print and online)	VandenBos, G., Knapp, S., & Doe, J. (2001). Role of reference elements in the selection of resources by psychology undergraduates [Electronic version]. <i>Journal of Bibliographic Research</i> , 5, 117-123.

<p>Article in an Internet-online journal</p>	<p>Frederickson, B. L. (2000, March 7). Cultivating positive emotions to optimize health and well-being. <i>Prevention &amp; Treatment</i>, 3, Article 0001a. Retrieved November 20, 2000, from <a href="http://journals.apa.org/prevention/volume3/pre0030001a.html">http://journals.apa.org/prevention/volume3/pre0030001a.html</a></p>
<p>Article from an online encyclopedia</p>	<p>Bergman, P. G. &amp; Editors of Encyclopedia Britannica Online. (1994-1999). Relativity. <i>Encyclopedia Britannica Online</i>. Retrieved August 4, 1999, from Encyclopedia Britannica Online on the World Wide Web: <a href="http://search.eb.com/bol/topic/eu=117376&amp;sctn=1">http://search.eb.com/bol/topic/eu=117376&amp;sctn=1</a></p>
<p>Professional website</p>	<p>American Psychological Association. (1999, June 1). Electronic preference formats recommended by the American Psychological Association. Retrieved July 18, 1999, from the World Wide Web: <a href="http://www.apa.org/journals/webref.html">http://www.apa.org/journals/webref.html</a></p>
<p>Document available on university program or department site</p>	<p>Chou, L., McClintock, R., Moretti, F., &amp; Nix, D. H. (1993). <i>Technology and education: New wine in new bottles: Choosing pasts and imagining educational futures</i>. Retrieved August 24, 2000, from Columbia University, Institute for Learning Technologies Web site: <a href="http://www.ilt.columbia.edu/publications/papers/newwine1.html">http://www.ilt.columbia.edu/publications/papers/newwine1.html</a></p>
<p>Content of lecture / class</p>	<p>Takada, Misako, <i>Penterjemahan Amali Dua Hala, Bahasa Jepun</i>. February 2, 2007, University Malaya, Faculty of Languages and Linguistics.</p>

## APPENDIX F

### EXAMPLE OF A REFERENCE PAGE (APA STYLE)

#### References

- Aerobic exercise*. (2000). American Academy of Orthopaedic Surgeons. Retrieved January 17, 2006, from <http://orthoinfo.aaos.org/>
- Bryce, J. (Producer/Director), & Gault, M. (Director). (1989). *Sports Clinic Soccer* [Motion picture]. (Available from Best Film and Video Corporation, Great Neck, NY 11021)
- Bynum, M. (2004, August). Paving the way. *Athletic Business*, 28, 40-42.
- Capozzi, C.K. (2005). My first collaborative unit-lessons learned. *Library Media Connection*, 24(2), 38-39. Retrieved October 15, 2005 from Academic Search Premier database.
- Crafts, V.R. & Scott, P.M. (1964). *Track and field for girls and women: Strategies for success*. New York: Meredith Publishing Company.
- Foster, M. (2004, Sept 3). Two quarterbacks still in mix at LSU. *The Greenville News*, p. C6.
- Gamble, P. (2004). Physical preparation for elite-level rugby union football. *Strength and Conditioning Journal*, 4, 10-23.
- The Harper Collins dictionary of biology* (1<sup>st</sup> ed.). (1991). New York: Harper Perennial.
- Menke, F.G. (Ed.). (1969). *The encyclopedia of sports* (5<sup>th</sup> ed., Vols. 1-3). South Brunswick, NJ: A.S. Barnes.
- Yoder, D.G. (1996) Commercialization. In D. Levinson & K. Christensen (Eds.), *Encyclopedia of world sport: From ancient times to the present* (Vol.1, pp. 191-195). Santa Barbara, CA: ABC-CLIO.

Source: [www.apastyle.org/aboutstyle.html](http://www.apastyle.org/aboutstyle.html)

## APPENDIX G

### DIFFERENT STYLES OF BIBLIOGRAPHY ENTRIES

**TABLE 1 (ARTS / HUMANITIES)**

	APA	HARVARD	MLA	TURABIAN
<b>Book (one author)</b>	Scott, J. C. (1985). <i>Weapons of the weak: everyday forms of peasant resistance</i> . New Haven and London: Yale University Press.	Scott, J. C. 1985. <i>Weapons of the Weak: Everyday Forms of Peasant Resistance</i> . Yale University Press, New Haven and London.	Scott, J. C. <i>Weapons of the Weak: Everyday Forms of Peasant Resistance</i> . New Haven and London: Yale University Press, 1985.	Scott, J. C. <i>Weapons of the Weak: Everyday Forms of Peasant Resistance</i> . New Haven and London: Yale University Press, 1985.
<b>Book (two authors)</b>	Samover, L. A. & Porter, R. E. (1991). <i>Communication between cultures</i> . Belmont CA: Wadsworth Publishing Co.	Samover, L. A. & Porter, R. E. 1991 <i>Communication Between Cultures</i> . Wadsworth Publishing Co., Belmont CA.	Samover, L. A. and Porter, R. E. <i>Communication Between Cultures</i> . Belmont CA: Wadsworth Publishing Co., 1991.	L. A. and Porter, R. E. <i>Communication Between Cultures</i> . Belmont CA: Wadsworth Publishing Co., 1991.
<b>Internet sources (journal on website)</b>	Capozzi, C. K. (2005). My first collaborative unit-lesson learned. <i>Library Media Connection</i> , 24(2), 38-39. Retrieved October 15, 2005 from Academic Search Premier database. Capozzi,	C. K. My first collaborative unit-lesson learned, <i>Library Media Connection</i> , 24(2) pp.38-39, viewed 15 Oct., 2005. Academic Search Premier database.	Capozzi, C. K. "My first collaborative unit-lesson learned." <i>Library Media Connection</i> , 24(2) (2005): 38-39, 15 October 2005. Academic Search Premier database.	C. K. 2005. My first collaborative unit-lesson learned. <i>Library Media Connection</i> , 24(2) 38-39. Internet. Available from Academic Search Premier database; accessed 15 October 2005.

**APPENDIX G** (Continued)

<p><b>Journal</b></p>	<p>Triandis, H. C. et al. (1986). The measure of the ethic aspects of individualism and collectivism across cultures. <i>Australian Journal of Psychology</i>, 38, 257-267.</p>	<p>Triandis, H. C. et al. 1986. 'The measure of the ethic aspects of individualism and collectivism across cultures.' <i>Australian Journal of Psychology</i>, vol 38, pp. 257-267.</p>	<p>Triandis, H. C. et al. The measure of the ethic aspects of individualism and collectivism across cultures. <i>Australian Journal of Psychology</i> 38 (1986): 257-267.</p>	<p>Triandis, H. C. et al. "The measure of the ethic aspects of individualism and collectivism across cultures." <i>Australian Journal of Psychology</i> 38 257-267, 1986.</p>
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**LEGEND BOOK:**

<p>Scott, J. C (1985) <i>Weapons of the weak Everyday forms of peasant resistance</i> New Haven and London Yale University Press.</p>	<p>- name of author - year of publication - title of book - place of publication - publisher - issue number</p>	<p><b>JOURNAL :</b> Triandis, H. C. et al (1986) The measure of the ethic aspects of individualism and collectivism across cultures <i>Australian Journal of Psychology</i> 38 257-267</p>	<p>- name of author - year of publication - title of article - title of journal - page numbers</p>
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**TABLE 2 (SCIENCE)**

	<b>APA</b>	<b>HARVARD</b>	<b>MLA</b>	<b>TURABIAN</b>
<b>Book (single author)</b>	Horber, J. K. H. (2002). <i>Atomic force microscopy in cell biology</i> . San Diego: Academic.	Horber, J. K. H. 2002, <i>Atomic Force Microscopy in Cell Biology</i> . Academic, New York.	Horber, J. K. H. Atomic Force Microscopy in Cell Biology. San Diego: Academic, 2002.	Horber, J. K. H. 2002. <i>Atomic Force Microscopy in Cell Biology</i> . San Diego: Academic.
<b>Book (two authors)</b>	Wilson, J. & Hunt, T. (2002). <i>Molecular biology of the cell, Fourth Edition: A problems approach</i> . New York: Garland Science.	Wilson, J. & Hunt T. 2002, <i>Molecular Biology of the Cell, Fourth Edition: A Problems Approach</i> , Garland Science, New York.	Wilson, J. and T. Hunt. <i>Molecular Biology of the Cell, Fourth Edition: A Problems Approach</i> . New York: Garland Science, 2002.	Wilson, J., and T. Hunt. 2002. <i>Molecular Biology of the Cell. Fourth Edition: A Problems Approach</i> . New York: Garland Science.
<b>Internet sources (journal on website)</b>	Baker J. C. (1995, October). Revealing the effects of orientation in composite quasar spectra. <i>Astrophysical Journal</i> , 452. Retrieved September 29, 1995, from <a href="http://www.aas.org/ApJ/v452n2/5309/">http://www.aas.org/ApJ/v452n2/5309.html</a>	Baker, J. C. Revealing the effects of orientation in composite quasar spectra. <i>Astrophysical Journal</i> , October 29, pp. 232-245, viewed 29 Sept 1995. <a href="http://www.aas.org/ApJ/v452n2/5309.html">http://www.aas.org/ApJ/v452n2/5309.html</a>	Baker, Joanne. "Revealing the effects of orientation in composite quasar spectra." <i>Astrophysical Journal</i> 452 (1995) : 232-245. pars.29 September 1995. <a href="http://www.aas.org/APJ/v452n2/5309.html">http://www.aas.org/APJ/v452n2/5309.html</a>	Baker, Joanne C. 1995. Revealing the effects of orientation in composite quasar spectra. <i>Astrophysical Journal</i> 452 (October). Internet. Available from <a href="http://www.aas.org/ApJ/v452n2/5309/5309.html">http://www.aas.org/ApJ/v452n2/5309/5309.html</a> ; accessed 29 September 1995.

**TABLE 2 (SCIENCE)** Continued

<p>Parikh, Mihir (2002), Utilizing Internet Technologies to Support Learning: An Empirical Analysis. <i>International Journal of Information Management</i>, 22, 27-46.</p>	<p>Parikh, Mihir (2002), Utilizing Internet Technologies to Support Learning: An Empirical Analysis. <i>International Journal of Information Management</i>, 22, 27-46.</p>	<p>Parikh, M. &amp; Verma, S 2002, 'Utilizing Internet Technologies to Support Learning: an empirical analysis.' <i>International Journal of Information Management</i>, vol. 22, no. 1, pp. 27-46.</p>	<p>Parikh, Mihir. Utilizing internet Technologies to Support Learning: An Empirical Analysis. <i>International Journal of Information Management</i>, 22 (2002) :27-46.</p>
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**LEGEND**

- BOOK:** Horber, J. K. H. (2002) *Atomic force microscopy* : in cell biology
- name of author
  - year of publication
  - title of book
- San Diego Academic
- place of publication
  - publisher
- JOURNAL :** Parikh, Mihir (2002) Utilizing internet technologies to support learning: An empirical analysis *International Journal of Information Management* 22 27-46
- name of author
  - year of publication
  - title of article
  - title of journal
  - issue number
  - page numbers