**Using and presenting citations, references, and bibliography**

**Sources** help you find additional material according to your opinion about the topic. They can be:

1. Books with one or more than one author;
2. Chapter from an edited text;
3. Several publications by the same author;
4. Article in a periodical (magazine, bulletin, etc.);
5. Internet resources;
6. Competing students will use no less than 3 sources per page, with the JSTOR platform serving as a mandatory source. – 50% mandatory from JSTOR.

Can be used:

**1. Short quote**

Single-sentence quotations, or less than four lines, may be enclosed within the body of the text and within double quotation marks. For example:

Barnes says: “there are several practical steps that can be taken in order to study effectively (1992: 5).

**2. The long quote**

Longer quotes are defined separately, highlighted by left and right margins, and single-spaced., in which case you do not use quotation marks. For example:

For many students, academic study at a certain level is buried in mystery. Especially at the graduate level, time can be spent trying to realize what a lecturer wants from you to achieve graduation (Barnes, 1992: 2).

**3. Quotation within another quotation**

You should always try to use references from the original reference source. In cases of secondary references, where an author cites the work of another and you are unable to consult the original text, the phrase "cited in" or "cited in" is used when referring to your own text. For example: Buzan (1974 cited in Barnes, 1992) says that a summary of a lecture is often more useful than extended notes.

**Marks used in quotations**

1. The three dots (...) indicate where you left the word from the quote, when the quote does not begin or end where the sentence begins or ends.

2. Square brackets [ ] to enclose words you have added to the direct quote, clarifications, notes or translations made by you.

**The presentation of the references in the text is guided by the source and the author, according to the examples:**

* A book or an article by an author (in a newspaper or in a collection of works) in brackets - author's last name, year of publication, e.g. (Porter, 1980)
* Two authors: surnames of both authors, year of publication, e.g. (Hamel & Prahalad, 1994)
* More than two authors: Only the first author followed by the abbreviation et al. eg (Berry et al., 1992)
* Several sources from the same author: last name of the author, year of publication for each source in chronological order, e.g. (Tannen, 1993, 1994)

**Footnotes**

Footnotes can be used for side comments, ie. materials outside the direction of the main line, argumentation in the text or for the formulation of translated quotations. They should appear at the bottom of the page at a size smaller than the size of the main text (10 pt), with one space. The footnote number is placed immediately after the idea, word, or sentence to which the footnote will be associated.

**Here are some sources with indicative examples of their presentation in the list of references:**

**• Books**

Surname, Initials of name. (year of publication). Title: subtitle. place of publication: publisher.

Lewis, R. (2000). When cultures collide: managing successfully across cultures. London: Nicholas Brealey Publishing.

**• Chapter from an edited text**

Surname, Initials of name. & Surname, Initials of name. (year of publication). Chapter title. in publication (eds.) Title of the book (number of pages of the chapter). Place of publication: publisher.

O'Neil, J. M , & Egan, J. (1992). Men's and women's gender role journeys: A metaphor for healing, transition, and transformation. In B. R. Wainrib (Ed.), Gender issues across the life cycle (pp. 107-123). New York, NY: Springer.

**• Several publications by the same author**

If there is more than one publication in the same year, the year of publication is marked with a, b, c, etc., from the earliest to the newest:

Sinha, J. B. P. (1984a). A model of effective leadership styles in India. International Studies of Management and organization, 14, 86-98.

Sinha, J. B. P. (1984b). Towards partnership for relevant research in the Third World. International Journal of Psychology, 19, 169-177.

**• Article in a periodical (magazine, newsletter, etc.)**

Author, A. A. (year of publication). Title of the article. Periodical title, volume, number, pages.

Harlow, H. F. (1983). Fundamentals for preparing psychology journal articles. Journal of Comparative and Physiological Psychology, 55, 893-896.

**Bibliography**

Berns, M. (1993). Art, History, and Gender: Women and Clay in West Africa. The African Archaeological Review, 11, 129-148. Retrieved April 22, 2021, from http://www.jstor.org/stable/25130562

Chattopadhyay, R., & Duflo, E. (2004). Women as Policy Makers: Evidence from a Randomized Policy Experiment in India. Econometrica, 72(5), 1409-1443. Retrieved April 22, 2021, from http://www.jstor.org/stable/3598894

Gundert, S., & Mayer, K. (2012). Gender Segregation in Training and Social Mobility of Women in West Germany. European Sociological Review, 28(1), 59-81. Retrieved April 22, 2021, from http://www.jstor.org/stable/41343470

Karlekar, M. (1998). Domestic Violence. Economic and Political Weekly, 33(27), 1741-1751. Retrieved April 22, 2021, from http://www.jstor.org/stable/4406963

Pedraza, S. (1991). Women and Migration: The Social Consequences of Gender. Annual Review of Sociology, 17, 303-325. Retrieved April 22, 2021, from http://www.jstor.org/stable/2083345

Snyder, R. (2008). What Is Third‐Wave Feminism? A New Directions Essay. Signs, 34(1), 175-196. doi:10.1086/588436

Sudarkasa, N. (1986). "The Status of Women" in Indigenous African Societies. Feminist Studies, 12(1), 91-103. doi:10.2307/3177985

Note: The placement of punctuation marks according to the illustrative examples must also be respected.

The JSTOR platform enables citation of all references in three different formats. Depending on the interest of the applicants, online training on the rules of academic writing will also be organized. To join, write to us at: jstor@cleanscore.al