

# How to make a reference list

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## 1 General introduction

During the writing process it is important to ensure that background materials and/or references used in developing your ideas and arguments are well documented. This reflects rigour in one's study and underscores the contribution you are making towards enriching current knowledge and practice.

It is your responsibility, as the author, to ensure that the work of others is appropriately credited.

**TIP 1:** In order to avoid disrupting your thought process, add a footnote to the sentence or phrase that you borrowed from other's work. In the footnote, enter the author's name, publication date, complete title of the publication, and where available, a weblink. Once you've completed the main body text of your paper, only then should you start building your list of references, applying the Harvard style of referencing.

**TIP 2:** IRC's WASH library can support you in building your list of references by:

- Providing you with instructions on how to apply the Harvard style of referencing; and
- Automatically generating a ready-made reference formatted according to IRC's standards (<http://www.washdoc.info>). Please note that this functionality is limited to providing reference only for materials stored/saved in the IRC WASH library.

## 2 Citing references in main body text

**RULE 1:** For phrases or sentences borrowed **verbatim**, always indicate page number

Example: (IRC, 2011, p.15) or IRC (2011, p.15)

For paraphrased sentences (**own words**), use

Example: (IRC, 2011) or IRC (2011)

(Sen and Nussbaum, 2009) or Sen and Nussbaum (2009)

(Sen, et al., 2008) or Sen, et al. (2008)

**RULE 2:** A diagram (table, figure, graphs, charts) should always be referenced. Reference should always end with a full stop (.). Refer to samples below:

Borrowed *Source: IRC, 2011.*

Adapted *Source: Own elaboration (2011), adapted from IRC (2011).*

Own *Source: Own elaboration, 2011*

## 3 Building your reference list

In general, IRC works with a reference list and NOT a bibliography list. Hence, only references cited in the main body of your text should appear in the reference list. In other words, references cited in your text must be synchronised with your Reference List.

**Footnotes** will contain information for further reading. Materials mentioned in the footnotes **should not** reflect in the Reference List.

### 3.1 General style convention shared by all materials

#### **Names of authors**

- More than one author: place a comma (,) between the names and "and" between the last two. Never use an ampersand (&).

Example: Smith, A., Smith, B. and Smith C., 2005.

- If the number of authors is more than four, use: (et al.)

Example: Smith, A. et al., 2005.

- If the author is a ministry, corporation or organisation, etc. first use the Acronym, if available (or country for ministries), followed by the full name. In citing the following in-text, use (WB, 2008).

Examples: WB – World Bank, 2008.

Tanzania – Prime Minister’s Office, 2008.

### ***Which information must be italicised in your list of references?***

In general, the title of materials should be *italicised*. There are **exceptions to this rule** when the following materials are used:

- **Journal entries:** The name of the journal is italicised and NOT the title of the essay/article; Only the journal titles are italicised and NOT the volume number

Examples: *International Journal of Urban Sustainable Development*

*Environment and Urbanization*

*International Journal of Business and Management*

- **Chapter in an edited book:** Instead of the chapter contribution, italicise the title of the Edited book (see page 5 for example)

- **Conference papers:** The full title of the conference is italicised and NOT the title of the presentation

Examples: *IRC Symposium Pumps, Pipes and Promises: Costs, Finances*

*and Accountability for Sustainable WASH Services*

*World Water Forum 2011*

### ***Sequence***

- The reference list should be ordered alphabetically (based on author’s last name).
- For multiple publications by the same author, list materials in chronological order (starting from the earliest material to the latest).

Example: Giese, 2005.

Giese, 2007.

Giese, 2010.

- For materials by the same author, published on the same year, differentiate by ending year of publication with a letter. In citing Blok’s work in-text, make sure that the same differentiation is applied (Blok, 2005a; Blok, 2005b).

Example: Blok, 2005a.

Blok, 2005b.

## 3.2 Style conventions for specific materials<sup>1</sup>

### **Book (In Print)**

Last name, Initials., Year. *Complete title*. City: Publisher.

Moon, K., 1997. *Sex Among Allies: Military Prostitution in the U.S.-Korean Relations*. NY: Columbia University Press.

Schouten, T. And Moriarty, P., 2003. *Community Water, Community Management: From System to Service in Rural Areas*. London: ITDG Publishing.

UNDP-United Nations Development Programme, 2003. *Human Development Report*. NY: Oxford University Press.

### **Book (Web-based)**

Last name, Initials., Year. *Complete title*. [online] City: Publisher. Available at: <hyperlink> [Date last accessed].

Lockwood H., Bakalian, A. and Wakeman, W., 2003. *Assessing sustainability in rural water supply: the role of follow-up support to communities; Literature review and desk review of rural water supply and sanitation project documents*. [online] WA DC: World Bank. Available at: <<http://www.aguaconsult.co.uk/uploads/pdfs/WBAssessingSustainability.pdf>> [Accessed 23 November 2011].

Lockwood, H. and S. Smits. 2011. *Supporting rural water supply; moving towards a service delivery approach*. [online] London: Practical Action and The Hague: IRC International Water and Sanitation Centre. Available at: <<http://www.source.irc.nl/page/67155>> [Accessed 22 November 2011].

### **A published material that is part of a series<sup>2</sup> (In print)**

Author's last name, Author's Initial., Year. *Title of paper*. (Title of Series) City: Publisher.

Fonseca, C. et al., 2011. *Life Cycle Costs Approach: Costing Sustainable Services*. (WASHCost Briefing Note 1a) The Hague: IRC International Water and Sanitation Centre.

Franceys, R. and Pezon C., 2010. *Services are forever: the importance of capital maintenance in ensuring sustainable WASH services*. (WASHCost Briefing Note 1b) The Hague: IRC International Water and Sanitation Centre.

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<sup>1</sup> Items marked in red indicate how referencing a web-based material differs from printed materials.

<sup>2</sup> In IRC, a series would refer to the WASHCost and Triple-S Briefing Notes, Working Papers, IRC Thematic Overview Papers and Occasional Papers.

**A published material that is part of a series (Web-based)**

Author's last name, Author's Initial., Year. *Title of paper.* (Title of Series) [online] City: Publisher. Available at: <hyperlink> [Date last accessed].

Fonseca, C. et al., 2011. *Life Cycle Costs Approach: Costing Sustainable Services.* (WASHCost Briefing Note 1a) [online] The Hague: IRC International Water and Sanitation Centre. Available at: <<http://www.washcost.info/bn1a>> [Accessed 18 November 2011].

Franceys, R. and Pezon C., 2010. *Services are forever: the importance of capital maintenance in ensuring sustainable WASH services.* (WASHCost Briefing Note 1b) [online] The Hague: IRC International Water and Sanitation Centre. Available at <<http://www.washcost.info/page/866>> [Accessed 18 November 2011].

**A chapter in an edited book (In print)**

Author's last name, Author's Initial., Year. Title of contribution. In: Editor's last name, Editor's Initial., Year of publication. *Title of book.* City: Publisher.

Ahsan, T., Ryan, P. and Islam, S., 2008. Functionality and sustainability of community latrines under the Advancing Sustainable Environmental Health urban programme. In: Wicken, J., et al., eds., 2008. *Beyond construction: Use by all, A collection of case studies from sanitation and hygiene promotion practitioners in South Asia.* Delft: IRC International Water and Sanitation Centre, London: WaterAid and Dhaka: BRAC.

**A chapter in an edited book (Web-based)**

Author's last name, Author's Initial., Year. Title of contribution. In: Editor's last name, Editor's Initial., Year of publication. *Title of book.* [online] City: Publisher. Available at: <hyperlink> [Date last accessed].

Ahsan, T., Ryan, P. and Islam, S., 2008. Functionality and sustainability of community latrines under the Advancing Sustainable Environmental Health urban programme. In: Wicken, J., et al., eds., 2008. *Beyond construction: Use by all, A collection of case studies from sanitation and hygiene promotion practitioners in South Asia.* [online] Delft: IRC International Water and Sanitation Centre, London: WaterAid and Dhaka: BRAC. Available at: <<http://www.irc.nl/page/43966>> [Accessed 10 November 2011].

**An article or essay contribution in a journal (In Print)**

Author's last name, Author's Initial., Year. Title of contribution, *Title of journal*, Vol No (No), pp.

Borghi, J., Guinness, L., Ouedraogo, J. and Curtis, V., 2002. Is hygiene promotion cost-effective?, A case study in Burkina Faso, *Tropical Medicine and International Health*, 7(11), pp. 960–69.

Murray, J. and Rosenberg, R., 2006. Community-managed loan funds: which ones work?, *Small Enterprise Development*, 17 (3), pp. 13-27.

**An article or essay contribution in a journal (Web-based)**

Author's last name, Author's Initial., Year. Title of contribution, *Title of journal*, Vol No (No), pp. Available at: <hyperlink> [Date last accessed].

Borghi, J., Guinness, L., Ouedraogo, J. and Curtis, V., 2002. Is hygiene promotion cost-effective?, A case study in Burkina Faso, *Tropical Medicine and International Health*, 7(11), pp. 960–69. Available at: <<http://onlinelibrary.wiley.com/doi/10.1046/j.1365-3156.2002.00954.x/full>> [Accessed 10 November 2011].

**An article or essay presented in a conference (In Print)**

Author's last name, Author's Initial., Year. Title of contribution. In: Organisation's name, *Title of conference*. City, Country Day Month Year of conference. City: Publisher.

Gibson, J., 2010. Operation and maintenance costs of rural water supply schemes in South Africa. In: IRC International Water and Sanitation Centre, *Pumps, Pipes and Promises – Costs, Finances and Accountability for Sustainable WASH Services*. The Hague, The Netherlands 16-18 November 2010. The Hague: IRC International Water and Sanitation Centre.

**An article or essay presented in a conference (Web-based)**

Author's last name, Author's Initial., Year. Title of contribution. In: Organisation's name, *Title of conference*. City, Country Day Month Year of conference. [online] City: Publisher. Available at: <hyperlink> [Date last accessed].

Gibson, J., 2010. Operation and maintenance costs of rural water supply schemes in South Africa. In: IRC International Water and Sanitation Centre, *Pumps, Pipes and Promises – Costs, Finances and Accountability for Sustainable WASH Services*. The Hague, The Netherlands 16-18 November 2010. [online] The Hague: IRC International Water and Sanitation Centre. Available at:<<http://www.irc.nl/page/55846>> [Accessed 23 November 2011].

***A power point presentation in a conference (Web-based)***

Author's last name, Author's Initial., Year. Title of contribution. In: Organisation's name, *Title of conference*. City, Country Day Month Year of conference. [ppt] City: Publisher. Available at: <hyperlink> [Date last accessed].

Fuentealba, R., 2011. Sostenibilidad en sistemas de agua potable rural en Chile. [ppt] In: Inter-American Development Bank, *Semana Sectorial del Agua del Banco Interamericano de Desarrollo*. Santiago de Chile, Chile. Available at: <<http://bidcomunidades.iadb.org/pg/file/read/120657/reinaldo-fuentealba>> [Accessed 23 November 2011].

***An online database (Web-based)***

Organisation, Year. Title of database. [online database] Available at: <hyperlink> [Date last accessed].

IMF – International Monetary Fund. 2010. *World Economic Outlook Database*. [online database] Available at: <<http://www.imf.org/external/pubs/ft/weo/2011/02/weodata/weoselgr.aspx>> [Accessed 23 November 2011].

***An unpublished work / in press***

Author's last name, Author's Initial., Year. (unpublished / in press) *Title*. City: Publisher.

Rashid, H.U. and Ryan, P., 2007. (unpublished) *Sludge Emptying, Transport, Treatment: Can Vacu-tug solve the downstream sanitation problems of Dhaka?*. Dhaka: DSK-Dushtha Shasthya Kendra, London: WaterAid and The Hague: IRC International Water and Sanitation Centre.

Rashid, H.U. and Ryan, P., 2007. (in press) *Sludge Emptying, Transport, Treatment: Can Vacu-tug solve the downstream sanitation problems of Dhaka?*. Dhaka: DSK-Dushtha Shasthya Kendra, London: WaterAid and The Hague: IRC International Water and Sanitation Centre.

**Publication and Library Services**

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