



KUSOED House Rules

Kathmandu University School of Education



Common sources that we cite in our writing

- Book
- Journal Article
- Magazine Article
- Newspaper article
- Videos
- Web-series
- Blogs
- Presentations/personal communication/emails
- Thesis/Dissertation
- Reports
- Dictionaries
- Policy documents

Citations



Normal in-text citation format



Necessary information of the source- the author/date

- Parenthetical

..... (Wagle, 2023)

Education is the backbone of the society (Wagle, 2023)

- Narrative

Wagle (2019) argued.....

Wagle (2023) stated education is the back bone of the society.

Single Author (Book/ research study)



A parenthetical –

The author's last name and year of publication, separated by a comma,

- Online classes are more effective than the face to face for higher studies (Gautam, 2020).



A narrative –

The year of publication directly following the author's last name

- Gautam (2018) argued that online classes are more effective than the face to face for higher studies (p.34). Page number of necessary)
- Gautam (2018) argued that online classes are more effective than the face to face for higher studies.

When quoting: inverted comma in quoted line

Parenthetical - the author, date of publication, and page number at the end.

As scientific knowledge advances, “the application of innovative technology to improve human health is being explored across public and private sectors” (Bhattarai, 2018, p. 503).

- English in Nepal is a “symbol of hegemony” (Rai, 2021, p. 21) and means of earning.

Narrative -author’s last name and date in the signal phrase, with the page number at the end of the quote.

- Hong (2018) stated that “the application of innovative technology to improve human health is being explored across public and private sectors” (p. 503).
- Bhattarai(2018), “.....” (p. 23).
- Bhattarai (2018, p. 21) stated, “.....”.

Citation includes two or more works

Order them in the same way they appear in the reference list

The author's name, the year of publication

Separated by a semi-colon.

- Language helps in relation building (Adams, 2018; Collins, 2017).
- EMI in public school is in pathetic condition (Bhattarai, 2015; Shrestha, 2014; Wagley, 2017).

When citing a work with two authors

- Narrative citation, use “and” in between the authors’ names.

According to linguists Lohani and Wagley (2018), “Understanding vernacular language opens the window for looking the vernacular culture ” (p. 96).

- Parenthetical- use “&” between names

“Understanding vernacular language opens the window for looking the vernacular culture ”
(Lohani & Wagley, 2018, p. 96).

Three or more authors

Parenthetical- (Dahal et al., 2020)

Narrative- Dahal et al. (2020)

(...et al., 2020)

...et al. (2020)

Dahal et al. (2019) examined COVID-19 affects the regular classes of developing countries.

One study looked at COVID-19 affects the regular classes of developing countries (Dahal et al., 2019).

Work with an unknown author

Narrative

- Use the source's full title in the citation.
- “Here's How Gardening Benefits Your Health” (2018) explained about the exercise.....

Parenthetical

- Cite the first word of the title followed by the year of publication in the citation.
- Human being are fond of having a garden in the house (“Here's,” 2018).

Two or more works by the same author and published in the same year:

- Use lower-case letters (a, b, c) after the year of publication to order the references.
- Chen's (2018a) study of bird migration...

Multiple works by the same author, same citation and different year

- Parenthesis :..... (Bhandari, 2014, 2016)
- Narrative: Bhandari (2015, 2017, 2019) stated that

Organization as author

First time: (Kathmandu University [KU], 2020),

- Narrative-
- According to Kathmandu University [KU] (2020) innovative and transformative education
- Parenthetical-
- Innovative and transformative education is the need of recent era (Kathmandu University [KU], 2020).

Subsequent : (KU, 2020). (With Abbreviations)

Narrative-

According to KU (2020) innovative and transformative education.....

Parenthetical

Innovative and transformative education.....(KU, 2020).

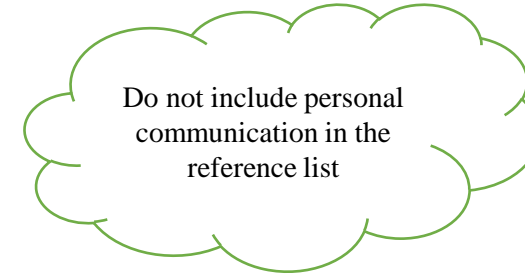
Work In press and No date

In Press = in press

No Date = n.d.

- Parenthesis
 -(Shrestha,
in press)
 -(Shrestha,
n.d.)
- Narrative
 - Shrestha (in press) argued
 - Shrestha (n.d.) stated.....

When citing personal communication (interviews, letters, e-mails, etc.)



- Include the communicator's name
- The date of the communication

Narrative

- S. Pangeni (personal communication, January 8, 2020) also claimed that many of his students had difficulties with APA style.

Parenthetical

- One teacher mentioned that many of his students had difficulties with APA style (S. Pangani, personal communication, January 8, 2020).

40 or more words

- Period before citation

Display it in a freestanding block of the text and omit the quotation marks.

Most contemporary theories of leadership suggest that leadership can not be separated from the context in which leadership is exerted. Leadership is contingent on the setting, the nature of the social organization, the goals being pursued, the individuals involved, resources and timeframes and many other factors. (Leithwood & Riehl, 2003, p. 9)

Relating to the importance of distributed leadership for school effectiveness, Donaldson (2007) stated that:

Great schools grow when educators understand that the power of their leadership lies in the strength of their relationships. Strong leadership in schools' results from the participation of many people, each leading in his or her own way. Administrators, formal teacher leaders, and informal teacher leaders all contribute to the leadership mix. (p. 29)

Table in APA

Table No
(Bold)

Table Title (italic).

Three Borders

Table 1

Interest of the MPhil 2019th Batch in Food, Cloths and Drinks

Name	Food	Cloths	Drinks
Wagle	Rice	T-shirt	Vodka
Bhattarai	Burger	Sari	Apple cider
Pokharel	Rice	Kurta	Red-bull
Sharma	Pizza	Daura	Signature
Dahal	Chicken fry	Lungi	8848
Mishra	Rice	Sweeter	Old Durbar
Chaudhary	Curry / bread	Jacket	Black level

Source (if any): Right aligned

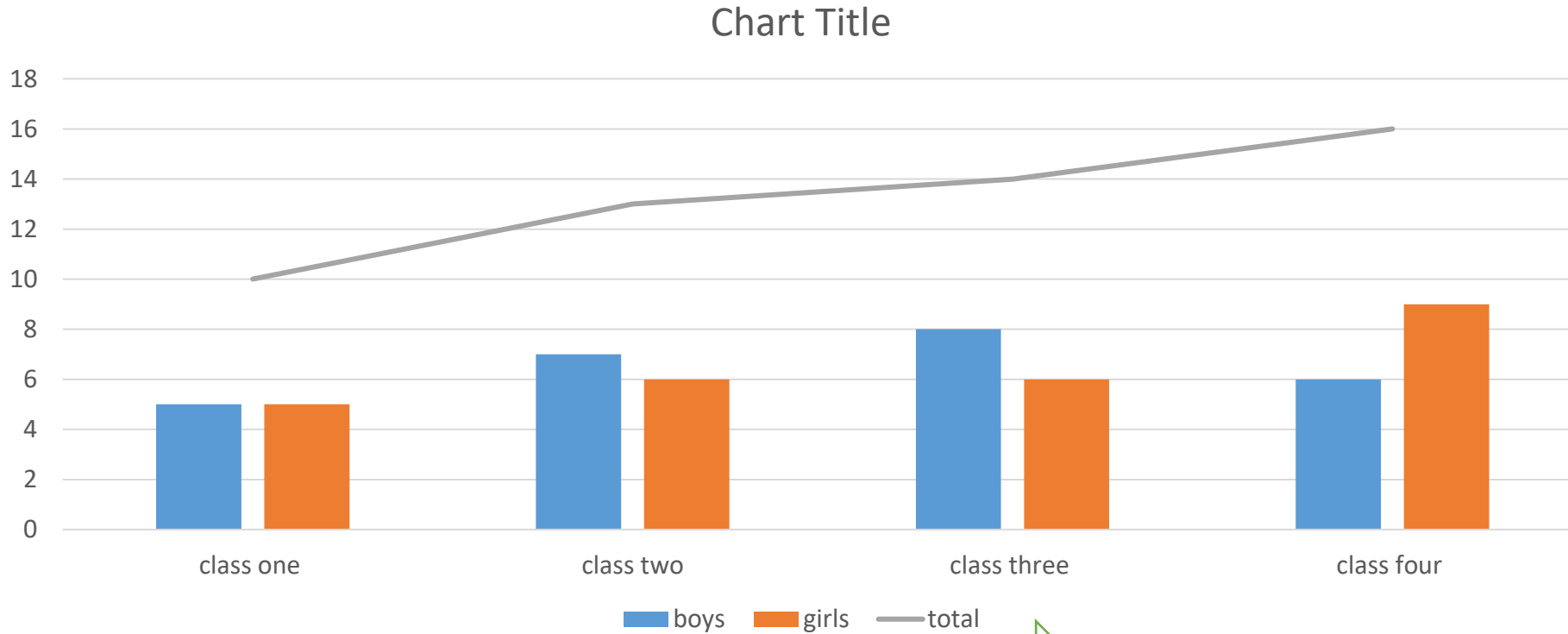
Source : Bhusal (2020)

Figure no (Bold) .

Figure tale./ Italic

Figure in APA

Figure 1
Gender Distribution of Students in Different Classes



Source (if any): Right aligned

Source: Mishra (2020)

References





Basic Requirements for References / Work Cited



Author'(s) Name



Year of publication



Name of the source



Name publisher



URL

- Only first letter Uppercase
- And proper noun

Place of publication is not needed

A book by a single author

Author, A. A. (year). *Title of the book*. Publisher. URL

- Smith, J. D. (2019). *The history of time*. Random House. <https://doi.org/10.1234/56789>

A book by two authors

Yes '&' - no 'and' / comma (,) before &

- Pokhrel, M., & Bhattarai, G. (2018). *Women empowerment studies: Policy and practice*. Red House.
- Calfee, R. C., & Valencia, R. R. (2010). *APA guide to preparing manuscripts for journal publication*. American Psychological Association.

Reviews (Book, article, etc.)

- Author(s). (Year). Title of the book [Review of the book Title of the Book, by Book Author]. *Source Title, Volume*(Issue), Page numbers. URL.
- Smith, J. D. (2022). The Art of Fiction: A Comprehensive Guide to Writing [Review of the book The Art of Fiction: A Comprehensive Guide to Writing, by Jane Doe]. *Journal of Literary Studies, 15*(2), 123-145. <http://.....>

Edited Book

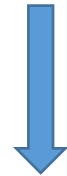


- Editor, E. E. (Ed.). (Year of publication). *Title of work: Capitalize first subtitle word*
→ (st/nd/th ed.). Publisher.

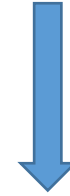
- Sharma, M., & Pokhrel, R. C. (Eds.). (2017). *Eco-pedagogy practices in Nepal* (2nd ed.).
Kathmandu University School of Education.

Edition of a book other than the first

- Author, A. A. (Year of publication). *Title of work: Capitalize first subtitle word*
(1st/2nd/3rd ed.). Publisher
- Sharma, M., & Pokhrel, R. C. (Eds.). (2017). *Eco-pedagogy practices in Nepal* (2nd ed.).
Kathmandu University School of Education



Non-English book



- Author, A. A., & Author, B. B. (year). *Original name* [Target language name]. Publisher.
- Gautam, B., Adhikari, J., & Basnet, P. (Eds.). (2004). *Nepalma garibiko bahas* [Poverty debates in Nepal]. Martin Chautari.

Article or chapter in an edited book

- Author, A. A. (Year of publication). Title of chapter. In E. E. Editor (Ed.), *name of the book* (#nd ed., pp. pages of chapter). Publisher.
- Gnawali, L. (2018). Teaching English in under-resourced environments. In D. Hayes (Ed.), *English language teaching in Nepal: Research, reflection and practice* (2nd ed., pp. 255- 266). British Council.
- Pepa, L., & Harris, S. L. (2014). Autism spectrum disorders and the family. In M. Tincani & A. Bondy (Eds.), *Austism spectrum disorders in adolescents and adults* (pp. 24-43). Guilford Press.

Legal documents

- Department of Education. (2004). *School level educational statistics of Nepal: Flash report I 2004*. Ministry of Education, Science and Technology.
- Ministry of Education. (2017). *Education act*. Government of Nepal
- Government of Nepal. (2015). *Constitution of Nepal*.

Note: No need to mention publisher if the author and publisher is same

Journal Articles

Volume(issue), #-#.



- Author, A. A. (year). Title of the article. *Name of the Journal, volume(issue), #-#.*
[https.....](https://...)
- Sharma, M. (2016). Mushrooming research possibilities: A case of Rukum district.
Asia Pacific Journal of Education, 28(3), 251-263. [https://.....](https://...)
- Eldor, L. (2021). Leading by doing: Does leading by example impact productivity and service quality? *Academy of Management Journal, 64(2), 458–481.*
<https://doi.org/10.5465/amj.2018.0706>

Article in a Newspaper (Electronic)

- Author, A. A. (Year, Month Day). Article title. *Newspaper title*. URL
- Chaudhary, C. (2021, December 21). Ten ways to tackle with plagiarism. *The New York Times*. <https://nytimes.com99087-879/anzy>

Magazine Article

- Author, A. A. (year). Title of the article. *Name of the Magazine*, volume(issue), #-#. <https://www.>
- Mishra, D. (2018, June 15). Communication challenges in communities. *Discourses*, 66(24), 27-40. <https://www.>

Unknown author/ no credit author

- Title of the work (year of publication). *The title of the document.* URL
- Merriam-Webster's Collegiate Dictionary (11th ed.). (2019). *Merriam-Webster.*

Corporate author/ Legal documents

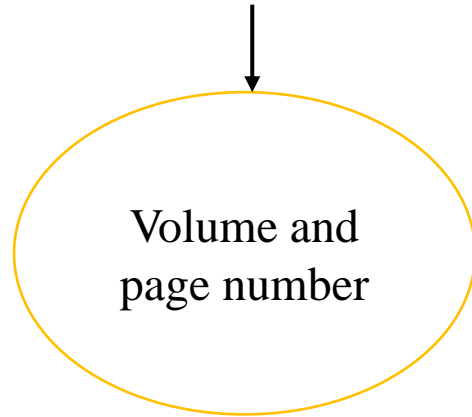
- Department of Education. (2004). *School level educational statistics of Nepal: Flash report I 2004*.
- Ministry of Education. (2017). *Education act*. Government of Nepal
- *Note: No need to mention publisher if the author and publisher is same*

Report or Document from an Organization

- Organization Name. (Year). *Title of report or document*. Publisher.
- American Psychological Association. (2020). *Publication manual of the American Psychological Association (7th ed.)*.
- *Note: No need to mention publisher if the author and publisher is same*

Encyclopedia article

Bergman, P. G. (1993). Relativity. In *The new encyclopedia Britannica* (26, pp. 501- 508). Encyclopedia Britannica.



Webpage Articles or Documents- With author listed

- Author, A. A. (Year, Month Day). *Title of page*. Site name. URL
- Mikkelson, D. (2014, March 31). *Bigfoot killed in San Antonio?* Snopes.
<https://www.snopes.com/fact-check/bigfoot-killed-in-san-antonio/>

Webpage Articles or Documents- With group/organization as author:

- Group/Organization Name. (Year, Month Day). *Title of page*. Site name. URL
- Centers for Disease Control and Prevention. (2017, January 10). *Native Americans with diabetes*. <https://www.cdc.gov/vitalsigns/aian-diabetes/index.html>
- (omit if same as group/organization name).

Webpage Articles or Documents- With no author listed

- Title of page. (Year, Month Day). *Site name*. URL
- How do I cite a source with no author in APA? (n.d.). *Scribbr*.

<https://www.scribbr.com/frequently-asked-questions/apa-citation-no-author>

Unpublished thesis

- Author, A. A. (year). *Title of the thesis* [Unpublished masters/doctoral thesis]. Name of University
- Bhatt, S.P. (2022). *Secondary level English language teachers' wellbeing: A narrative inquiry* [Unpublished MPhil dissertation]. Kathmandu University.

Published Thesis

- Author, A. A. (year). *Title of the thesis* [Masters/doctoral thesis, Name of University].
Publisher
- Gnawali, L. (2001). *Investigating teacher practices: A proposal for teacher development of secondary school teachers of English in Nepal* [Master's dissertation University of Exeter] Common Publication. URL
- If the same university is publisher, then?

YouTube video

- Author's Last Name, First Initial or Username. (Date of Publication). *Title of Video*
[Video]. YouTube. URL
- Joshi, U. (2023). *How to write an argumentative essay?* [Video]. YouTube.
<https://www.youtube.com>

Conference Paper

Banjara, P. G. (2021, September 25-26). *Informal learning in Nepal* [Conference Presentation]. 12th Biennial Conference of CESA, Nepal.

Conference Proceeding

Banjara, P. G. (2021). Informal learning in Nepal. *Proceeding of the Comparative Education Society of Asia*, 116(23), 345-354. URL

Personal Communication/ Classroom notes

- No Reference

More than 20 (... after 19th author and last authors)

Miller, T. C., Brown, M. J., Wilson, G. L., Evans, B. B., Kelly, R. S., Turner, S. T., Lewis, F., Lee, L. H., Cox, G., Harris, H. L., Martin, P., Gonzalez, W. L., Hughes, W., Carter, D., Campbell, C., Baker, A. B., Flores, T., Gray, W. E., Green, G., ...
Nelson, T. P. (2018). Paly.....



Thank yOu