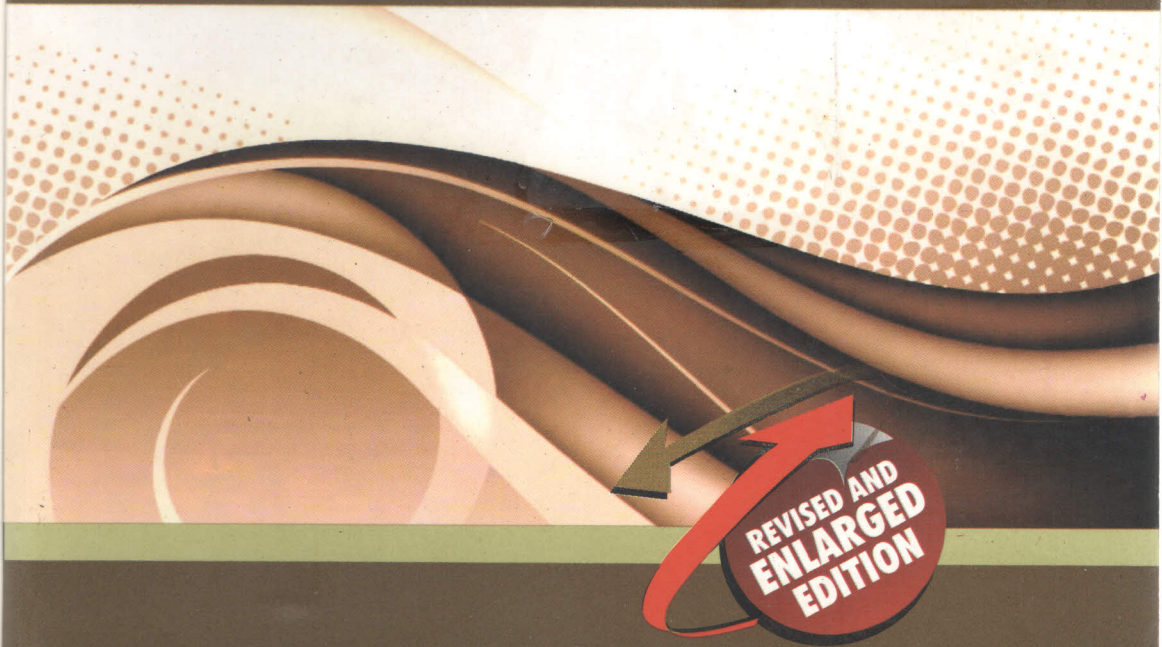


Contemporary Social Science

Research Methods

A Practical Guide



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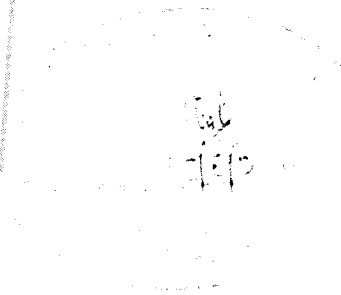
Tunde Agbola, Layi Egunjobi, C.O. Olatubara,
D. Ola Yusuf and Moruf Alabi

Contemporary Social Science

Research Methods

A Practical Guide

Donated to
The Department of Urban &
Regional Planning
By
Name.....
Date.....



Contemporary Social Science

Research Methods

A Practical Guide

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Dedication



To the Honour of GOD, the Only One, the Almighty.

Preface



This book brings together most relevant elements of the contemporary social science research methods. Starting with the introduction, all aspects of the research process are thoroughly discussed. The book is written as a practical manual to provide students and practitioners/professionals with a guide to the research process and with necessary knowledge and skills to undertake a piece of social science research from thinking of a suitable topic to writing project report. It seeks to cover as many as possible of the research methods topics that typify contemporary social science research. The topics were selected to provide mixture of perspectives. These different perspectives are the products of the search for ever better understanding of human behaviour.

The uniqueness of this book is threefold. First, the authors, from different disciplines, used their ample research experiences to vividly illustrate the various approaches and techniques of modern social science research. The interdisciplinary orientation and style of the volume makes it a useful reference for readers in several academic and professional disciplines. Secondly, it advocates methodological pluralism and triangulation. Accuracy is achieved by integrating the main approaches to research and through different sources of information as well as diverse information, not statistical replicability. It, therefore, opens up an exciting and rigorous way of conducting social science research. Thirdly, elements of social science research methods that are not common in a good number of existing textbooks of research methodology have been included. These include: grant-oriented research proposal writing; validity and reliability; data processing; descriptive and inferential statistics; qualitative data analysis and presentation; research report writing style; and internet/online referencing style.

Editorial Style

This essential text is a compilation of referenced and edited papers contributed by various authors. Editing of papers from several authors with different backgrounds inevitably poses problems for editors. In this book of readings, efforts have been made to correct errors in the initial printing of the papers and to provide missing or updated references whenever possible and appropriate. However, in order to retain the original flavour of the articles, and to avoid editorial errors, it was decided to keep the original style of the papers.

Intended Audience and Classroom Use

The intended audience of this collection includes all that are interested in contemporary social science research. The book is designed for classroom use both as a general reference volume to be taken off the shelf when necessary and as a basic textbook of research methods. For the later, it should fit within the scope of variety of introductory and advanced research methods courses in relevant academic and professional courses. Students in education, arts, social sciences, management, agricultural sciences,

business administration and environmental sciences in the universities, polytechnics and colleges of education will benefit immensely from this book. They will discover that this resource book will not only enable them to pass their research methods courses but will also give them the basic skills to conduct contemporary human dimensions research that interest them.

It is hoped that the book will be of value also to academics, practitioners/ professionals in the various fields of social sciences, government agencies, ministries and parastatals dealing with human dimension research and the general reader who has had no previous knowledge of social science research methods, but is interested in finding out what the subject is all about. Science and technology policy researchers will also find this book useful. The book is very useful for professional research project developers especially those who are managers of Non-Governmental Organisations (NGOs), Community Based Organizations (CBOs) as well as community development officers and volunteers who may, from, time to time, seek financial assistance from donor agencies as well as public and private institutions.

Acknowledgment

Any collection of readings like this could not have been possible without the contributions of many individuals and institutions. We are particularly indebted to those contributors who willingly share their ideas and experiences in this book. Our colleagues and associates who review the earlier drafts and provide invaluable suggestions on title, contents and organizations also deserve thanks for their interest and assistance. Grateful acknowledgment is given to our publishing editor, Kunle Alabi, an executive editor with Policy Magazine in Lagos. Special thanks to Oke Olugbenga who personally handled the production of this book, a task he performed with so much goodwill and dedication. We are also grateful to Rebecca Okphipo, Joy Nathaniel, Idris Tella, Tolulope Tijani, and Dare Balogun for typing (and retyping) of the manuscript. We are much obliged to Surv. Gersh Henshaw for his assistance and encouragement. We also wish to thank Mrs. I. Talabi, Tinuola Agbaje, Mosunmola Coker, Segun Morolari and late Monday Shari for their tremendous support. The greatest gratitude goes to the Lord Almighty whose grace has propelled our life to write this book. His name shall be praised for ever. Amen!

We welcome comments from whoever will use this book. Knowledge of contemporary social science research methods will likely be enhanced through a shared exchange of ideas. By so doing, we can play a vital role in the struggle against contemporary human dimensional problems that threatens human survival and sustainable development.

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November, 2013

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Chapter 33



REFERENCING STYLES

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33.1 Introduction

References are critical to the credibility of any research work. The readers need to be provided with sufficient documentation of supporting statements of facts from contributions of earlier writers. This chapter discusses the use of references and bibliography.

33.2 Text References

References or reference materials are carefully written by following a laid down criterion. They afford the reader the opportunity to cross-check what the researcher claims are the findings of other researchers or authors. Various text referencing patterns can be used, but it should, however, be noted that it is improper to adopt two referencing patterns at a time.

Broadly speaking, two referencing styles are widely used in social science research reporting. These are the:

1. Kate Turabian style of research reporting often referred to as the Chicago style; and
2. American Psychological Association (APA) method often referred to as the Harvard style.

Kate Turabian or Chicago style

Kate Turabian style is an improved version of footnotes. Footnotes usually appear at the foot of the page on which the statements they refer to are written. In footnoting, every supporting statement or fact is numbered and at the foot of the same page, details of sources (the author, the book/journal, publishers, date of publication and page numbers) are stated (Asika, 1990: 159). Consequently, series of footnotes can be found as references in a particular page.

The major disadvantage of using footnotes as reference is that it takes no cognizance of the economics of time. The procedure turns out to be cumbersome, difficult and time wasting. It creates problems for both the writer and the typist who has to do some intricate arrangements in every page in order to accommodate numerous footnotes (Asika, 1990: 159). In an attempt to eliminate the complex arrangement of footnotes on the main text on each page, a modified and probably an advanced form of footnotes known as endnotes or end-of-chapter referencing was proposed by Kate Turabian as an alternative.

The Kate Turabian, otherwise known as, the Chicago style has some peculiar characteristics, which distinguish it from footnotes. First, all citations in the main text could be numbered consecutively that is '1' followed by '2', within each chapter. In addition, the superscript numbers (e.g. '1', '2', '3', etc) in the text should be placed after punctuation in such a way that they will come at the end of a sentence or bracketed text. Finally, all noted endnotes should be explained according to the numbering and their sources given in referencing style.

For illustration purposes, consider the following example.

In the Text

Box 33.1: Kate Turabian Citation Style

The 'solution' to the rigidities and inefficiencies of public action and administration on land and the high proportion of city populations with very limited capacity to pay for 'housing' has been the development of illegal or informal land markets.¹ These have provided the land sites for most additions to the housing stock in most cities in the South over the last 30 to 40 years.² They have also proved important in some cities in the North - for instance studies in Lisbon (Portugal) show that where the demand for residential land is much greater than the formal channels of supply, extensive informal markets have emerged.³ A study of urban issues in Pakistan⁴ suggested the reasons why - because informal or illegal land developments provide land for housing at a cost that is affordable by many poor households and with the advantages of immediate possession and no paper work.

All citations in the text can be explained at the end of each chapter thus:

References:

1. UNCHS, *An Urbanizing World: Global Report on Human Settlements*, Oxford University Press, 1996.
2. Shlomo Angel, Rayman W. Archer, Sidhijai Tanphiphat and Emiel A. Wegelin (eds.), *Land for Housing the Poor*, Select Books, Singapore, 1983.
3. Swarse, B. and R. Stussi, 'Parallel land markets in the Lisbon region', in Pal Baross (ed.), *The New Suburbs*, Gower, 1989.
4. Hassan, Arif, *Community Development Groups in the Urban Field in Pakistan*, Arif Hasan and Associates, Prepared for the Swiss Development Corporation, 1989.

If the researcher needs to refer to the same material more than once in the same chapter, the use of *id.*, *ibid.* and *op. cit* become necessary. *Ibid* (*Ibidem*) meaning the same work given immediately before. Where the page number differs, it will assume the form *ibid p. 20*. It should, however, be noted that the referenced materials should appear consecutively.

op cit (*opere citato*) meaning in the work cited. In situations where the researcher refers to the same work on the same page more than once, but the referenced materials do not appear consecutively; the *op cit* could be used instead of *ibid*. But if the pages differ, then it still assumes the form *op. cit.* pp.32.

loc. cit (*loco citato*) meaning in the place cited. This refers to the same page of a work previously referenced and so you must give the author and date. The page number needs not to be entered again.

For Illustration purposes, consider the examples below:

1. Payne, Geoffrey, *Informal Housing and Land Subdivisions in Third World Cities: A Review of the Literature*, CENDEP, Oxford, 1989.
2. *Ibid.*
3. *Ibid*
4. Hassan, Arif, *Community Development Groups in the Urban Field in Pakistan*, Arif Hasan and Associates, Prepared for the Swiss Development Corporation, 1989.
5. Hassan 1989, *op. cit.* pp. 8-10
6. Hassan 1989, *loc. Cit*
7. Hardoy, Jorge E. and David Satterthwaite, *Squatter Citizen: Life in the Urban Third World*, Earthscan Publications, London, 1989.
8. Hardoy and Satterthwaite 1989, *op. cit.*

9. Soares, B. and R. Stussi, 'Parallel land markets in the Lisbon region', in Pal Baross (ed.), *The New Suburbs*, Gower, 1989.
10. Baross 1983, op. cit.
11. Roy Dilip, 'The supply of land for the Slums in Calcutta', in Angel, 1983, op. cit. 98-109.

The American Psychological Association (APA) or Harvard Style

All citations should appear in the text. They should contain the author's name, date and page number when necessary. For example, (Bako, 2000) or (Abdullateef 2001: 10). In cases where authors are more than three, just use the name of the first author and add *et al.* for example, Arowomole, Olatubara, Yusuf and Alabi (2001) should be written simply as Arowomole *et al.* (2001). However, all authors should be listed in the References section, even if there are more than three authors. For more information on citation in the text, consider the following examples:

- (1) When referring generally to work by different authors on the subject, you should place the writers in alphabetical order, for example: (Alabi, 2000; Bako, 2000; Samuel, 2002).
- (2) When referring to dual authors: (Bako and Samuel, 2003).
- (3) For corporate authors, for example, a company report: (Union Bank Plc, 2003).
- (4) For publication with no obvious author, for instance the Employment Gazette: (Employment Gazette, 2003).
- (5) When referring to different publications by the same author, then the works should be ordered by date in ascending order: (Samuel, 2001, 2002, 2003).
- (6) To differentiate between publications by the same author in the same year, use a, b, c, d etc. You should make sure that this is consistent throughout the research project and corresponds with the references and/or bibliography.
- (7) To reference an author referred to by another author where the original publication has not been read: (Olatubara 2002, cited in Bako, 2003). In such a case, both the author who cites (i.e. Bako, 2003) and the original document's author (i.e. Olatubara, 2002) should appear in the references and/or bibliography.
- (8) Author's initials should be used to differentiate between authors with the same surname.

When using APA system, researcher should place all references, alphabetized by authors in a list at the end of each chapter or write up entitled "references". It is only the cited work that should be included in the reference list. It is important to note that titles such as: doctor, professor, sir, chief, master, miss, madam, etc, should be excluded from referencing. When referencing using the Harvard system, researcher may consider the following examples:

For Books:

(1) Names and initials of all authors. (2) Year of publication. (3) Full title of the book. (4) Publisher, (5) City, Country of Publication.

For example:

Agbola, T., C. O. Olatubara, and M. Alabi. 2001. *Student on-campus housing in Nigeria at bursting point: a case study of the University of Ibadan*. The French Institute for Research in Africa / Institute Francais de Recherche en Afrique (IFRA) and African Book Builders, Ibadan, Nigeria.

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Scott, J.C. 1998. *Seeing like state*. The Yale ISPS series. Yale University Press, New Haven, Connecticut, USA.

Thompson, S. K. 1992. *Sampling*. Wiley-Interscience Publication, New York, USA.

For Edited Books:

(1) Names and initials of all editors. (2) Year of publication. (3) Full title of the book. (4) Publisher, (5) City, Country of Publication.

For example:

Boomgaard, P., F. Colombijn, and D. Henley, editors. 1997. *Paper landscape: exploitations in the environmental history of Indonesia*. KITLV Press, Leiden, The Netherlands.

Bourne, L. S., editor. 1982. *Internal structure of the city: readings in urban form, growth and policy change*. Oxford University Press, New York, New York, USA.

Devas, N. and C. Rakodi, editors. 1993. *Managing fast growing cities*. Longman, New York, USA.

Hamilton, A. and R. Bensted-Smith, editors. 1989. *Forest conservation in the East Usambara Mountains Tanzania*. World Conservation Union, Gland, Switzerland.

Simon, D. editor. 1990. *Third World regional development: a reappraisal*. Paul Chapman Publishing, London, UK.

Stewart, F., H. Thomas, and T. de Wilde, editors. 1989. *The other policy*. Intermediate Publications, London, UK.

For Chapters in Books:

(1) Names and initials of all authors. (2) Year of Publication. (3) Full title of chapter, (4) First through the last page numbers for the chapter (5) in: Initials and names of all editors.

(6) *Full title of book*. (7) Publisher, (8) City, Country of Publication.

For example:

Anderson, A. B., and E. M. Loris. 1992. The Logic of extraction: resource management and income generation by extractive producers in the Amazon estuary. Pages 175-199 in K. Redford, and C. Padoch, editors. *Conservation of neotropical forests: working from traditional resource use*. Coloumbia University Press, New York, USA.

Agbola, T., and M. Alabi 2003 Political economy of petroleum resources development, environmental injustice and selective victimization: a case study of the Niger Delta Region of Nigeria. Pages 269-288 in J. Agyeman, R. Bullard, and B. Evans, editors. *Just sustainabilities: development in an unequal world*. Earthscan Publishers, London, UK.

Padoch, C., and W. de Jong. 1989. Production and profit in agroforestry: an example from the Peruvian Amazon. Pages 102-113 in J. G. Browder, editor. *Fragile lands of Latin America: strategies for sustainable development*. Westview Press, Boulder Colorado, USA.

For Periodicals

Consecutively numbered Journal

(1) Names and initials of all authors. (2) Year of publication. (3) Full title of cited article paper.

(4) *Journal title in full* (5) Volume number: (6) First and last page numbers.

For example:

Amin, S. 1997. Can environmental problems be subject to economic calculations? *World Development*. 20:523-530.

Bradburn, N.M., L. J. Rips, and S. K. Shevell. 1987. Answering autobiographical

questions: the impact of memory and inferences on survey. *Science*. 236:157-161.

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Gatzweiler, F. W. 1999. Contingent valuation of environmental functions: a participatory method to estimate the total value of rubber forest gardens in West Kalimantan. *Quarterly Journal of International Agriculture*. 38: 128-139.

Loveland, T.R., and A.S. Belward. 1997. The IGBP-DIS global 1km land cover data set, Discover first results. *International Journal of Remote Sensing*. 18: 3289-3295.

Non-Consecutively numbered Journals:

1) Names and initials of all authors. (2) Year of Publication. (3) Full title of cited papers. (4) *Journal title in full* (5) Volume number, issue number: (6) First and last page numbers.

For example:

Alabi, M. 2000. Environmental injustice and selective victimization: the example of Niger Delta. *Al-Dhikru* 1 (1): 14-15.

Campbell, B.M., M. Lucked, and I. Scoone. 1997. Local-level valuation of savana resources: a case study from Zimbabwe. *Economic Botany*. 51 (1): 59-77.

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Southgate, D. 1990. The causes of land degradation along "spontaneously" expanding agricultural frontiers in the Third World. *Land Economics* 5(1): 93-104.

For Proceedings

(1) Names and initials of all authors. (2) Year of publication. (3) Full title of paper (4) First and last page numbers. (5) *Proceedings*. (6) Society or organization or institution, (7) town/ city, state (if applicable), country.

For example:

Dahl, T.E. 1992. Wetland status and trends -the link to remote sensing. Pages 221-230 in *Proceedings of Remote Sensing & Natural Resource Management*, The Fourth Forest Service Remote Sensing Applications Conference, Orlando, FL, USA.

Oladebo, O. 1993. Community health and the urban environment. Pages 42-48 in *Environmental health and the potential of the healthy city approach in Nigeria. Proceedings of the First Healthy City Conference in Nigeria*. World Health Organization, Lagos, Nigeria.

Schroeder, H. W. 1989. Psychological and cultural effects of forests on people. Pages 10-14 in *Healthy forests, healthy world. Proceedings of the 1988 Society of American Foresters National Convention*. Society of American Foresters, Bethesda, Maryland, USA.

Van der Lindan, J. 1990. Rental housing of the urban poor in Pakistan: characteristics and some trend. Pages 50-55 in UNCHS, Rental Housing: *Proceedings of an Expert Group Meeting*. UNCHS (Habitat), Nairobi, Kenya.

For Scientific and Policy Papers:

(1) Names and initials of all authors. (2) Year of publication. (3) Full title of paper. (4) Nature/ and number of paper. (5) Name of institution or organization, (6) City, (7) Country.

For example:

Arvalle, S., and H. White. 1997. *Combining the qualitative and quantitative approaches to poverty measurement and analysis: the practice and the potential*. World Bank Technical paper No. 366. The World Bank, Washington, D.C, USA.

Calder, I.R. 1998. *Water resource and land- use issues*. SWIM Paper 3. International Water Management Institute, Colombo, Sri Lanka.

Carter, F. 1994. *East Europe population distribution urban change housing and environmental problems*. Background Paper for the Global Report in Human Settlements. United Nations Centre for Human Settlements (Habitat), Nairobi, Kenya.

Corubolo, E. 1998. *Urban management and social justice*. DPU Working Paper No. 92. University College, London, UK.

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Lampietti, J. and J. A. Dixon. 1995. *To see the forest for the trees: a guide to non-timber forest benefits*. Environment Department Papers Number 013. The World Bank, Washington, D.C., USA.

Leemans, R. 1990. *Global data sets collected and complied by the biosphere project*. Working paper. International Institute of Applied Systems Analysis, Laxenburg, Austria.

Mayo, S., and S. Angel. 1993. *Housing: enabling markets to work*. World Bank Policy Paper. The World Bank, Washington, D.C., USA.

Newman, P., J. Kenworthy, and P. Vintila. 1992. *Housing transport and urban form*. National Housing Strategy Paper 15. Department of Health, Housing and Community Services, Canberra, Australia.

Ostrom, E. 1999. *Self-governance and forest resources*. CIFOR Occasional Paper Number 20. Centre for International Forestry Research, Bogor, Indonesia.

For Papers presented at Conferences, Workshops, Seminars and Consultation for a:

(1) Names and initials of all presenters. (2) Year of presentation. (3) Full title of paper (4) Paper presented at... (5) On: theme of Workshop/Conference/ Seminars /Consultation fora (6) Town, country in which such conference was held (7) date.

For example:

Agbola, T., and M. Alabi 2000a. *Housing, poverty and the environment: the Nigerian situation*. Technical Paper presented at the 2-Day Seminar of the Nigerian Institute of Building (NIOB) on *Effective Approach to Housing Delivery in Nigeria* Ibadan, Nigeria, 29-30 March..... 2000b. *Sustainable housing delivery: lessons from international experience*. Paper delivered at the National Workshop on *Sustainable Housing Delivery in Nigeria: Challenges for Public/Private Partnership* Abuja, Nigeria, 5-7, June.....2003. *Environmental degradation and social conflict: a case study of the Aba-Eku waste dump*. Lead paper presented at the National Conference on *Environment: Aesthetics and Sustainable Development* Lagos, Nigeria, 6-8, March.

Alabi, M. 2002. *Water, waste management and recycling*. Paper presented at the City Consultation on the Environmental Health of Low Income Communities in Osogbo, Nigeria, 4-5, March.

For Reports:

(1) Names and initials of all authors. (2) Year of Presentation. (3) Full title of report (4)

Nature/ and number of report. (5) Organization or Institution, (6) City, country of publication.

Forexample:

Agunbiade, B., K. Adeniji, F. Olokesusi, and T. Agbola. 1995. *The impact of liberalization policies on the building construction industry in Nigeria*. Final Report. Nigeria Institute of Social and Economic Research, Ibadan, Nigeria.

Kantrud, H.A. 1986. *Effects of vegetation manipulation on breeding waterfowl in prairie wetlands a literature review*. Technical Report 3. U.S. Fish and Wildlife Service, Washington, DC, USA.

Mahler, H. 1981. *Report on the expert committee on public health aspects of housing*. WHO Report No. 225. World Health Organization, Geneva, Switzerland.

Patrikh, K.S. 1995. *Sustainable development of Cambodia. Consultant Report*. UNESCAP, Bangkok, Thailand.

Robb, C. 1997. *Is local knowledge legitimate? Influencing policy through participatory poverty assessment*. Draft Report. The World Bank, Washington, DC, USA.

Weller, M.W. and C.E. Spatcher. 1965. *Role of habitat in the distribution and abundance of marsh birds*. Special Report 43. Iowa Agricultural and Home Economics Experiment Stations, IOWA State University, Ames, IA, USA.

For Monographs:

(1) Names and Initials of all authors. (2) Year of publication. (3) *Full title of monograph*. (4) Monograph series number, (5) Organization/ Institution/ Government agencies etc., (6) City, Country.

Forexample:

Olufemi, O. 1993. *Institutional housing finance in Nigeria: a case study of the property development corporation of Oyo State Nigeria*. Monograph Series No. 6, Nigerian Institute of Social and Economic Research, Ibadan, Nigeria.

For Government Publications:

(1) Names of government. (2) Year of publication. (3) *Title of publication*. (4) Office responsible for publication, (5) City, Country.

For example:

Federal Republic of Nigeria. 1981. *Fourth national development plan*. The National Planning Office, Lagos, Nigeria.

FOS (Federal Office of Statistics). 1997. Annual abstract of statistics. 1997. The FOS office, Abuja, Nigeria.

For Bulletins:

(1) Names and initials of all authors. (2) Year of Publication. (3) Full title of article/ paper. (4) *Bulletin title in full*, (5) Volume number, issue number: (6) first and last page numbers.

For example:

Azurin, J. C., and M. Alvero. 1974. Field evaluation of environmental sanitation measures against cholera. *Bulletin of the World Health Organization* 51:19-26.

Clark, R.G., and T. D. Nudds. 1991. Habitat patch size and duck nesting success: the crucial experiments have not been performed. *Wildlife Society Bulletin* 19:534-543.

Duebbert, H.F., and A.M. Frank. 1984. Value of prairie wetlands to duck broods, *Wildlife Society Bulletin* 12:27-34.

Mulhern, J.H., T.D. Nudds, and B.R. Neal. 1985. Wetland selection by mallards and blue-winged teal. *Wilson Bulletin* 97:473-485.

Newman, P. 1993. Cities and development- an emerging Asian model. *Development Bulletin* 27:20-22.

Omran, A. A. 1977. Epidemiological transition in the United State: the health factors in population change. *Population Bulletin* 32 (2):42.

UNDP (United Nations Development Programme). 2000. Cross border trade. *Bulletin of UNDP, Nigeria* 5(3): vii.

For Dissertations:

(1) Names and initials of all research student(s). (2) Year of Presentation. (3) Full title of dissertation. (4) Type of Dissertation. (5) Educational institutions (6) City, Country.

For example:

Owolawi, FT. 1990. The spatial linkage of selected manufacturing firms in Ibadan metropolis. B.Sc. Geography Dissertation, University of Ibadan, Nigeria.

Babarinde, J.A. 1995. Industrial migration and residential relocation decisions in metropolitan Lagos. PhD Geography Thesis, University of Ibadan, Nigeria.

For Mimeo:

(1) Names and initials of all writers. (2) Year of writing. (3) Full title of mimeo. (4) Department and/or Division (if any), (5) Mimeo.

For example:

World Bank. 1995. Pakistan integrated household Survey (IPHS) 1991: *basic document*. Policy Research Department, Poverty and Human Resources Division, mimeo.

McAuslan, P. 1994. Land in the city. Mimeo
SIP (Sustainable Ibadan Project). 1998. Waste management working group. Mimeo.

For Newsletters:

(1) Names and initials of all authors. (2) Year of publication. (3) Full title of article. (4) *Newsletter*. (5) Volume number issue number, or month year (as applicable), (6) First and last page numbers.

For example:

Drechsel, P. 1996. Applied research for peri-urban areas. *IBSRAM Newsletter* 42, 5-7.

Drescher, A. W. 1994. Gardening on garbage: opportunity or throat? *ILEA Newsletter* 10(4), 20-21.

Lardinois, and A. Van de Klundert. 1994. *Recovery of organic wastes in cities*. *ILEA Newsletter* October 6-8.

For Newspapers:

(1) Names and initials of all writers (2) Year of publication. (3) Full title of cited article. (4) *Newspaper title in Full* (5) City, Country, (6) Month Day (7) Page(s).

For example:

Dyer, C. 1996. Evidence rules plea rejected. *The Guardian*, London, UK, 10 July, p.4.

For forthcoming publications:

(1) Names and initials of all authors (2) In press or forthcoming. (3) Full title of book. (4) Publisher, (5) City and Country of Publication.

For example:

Yusuf, S.A, M. A. Alabi, and O. A. Mustapha. In press. *Basic economics for secondary schools*. Murlab Searchwisdom Educational Services, Lagos, Nigeria.

33.3 Internet Or Online References

References cited on the Internet are usually treated in much the same manner as journal article. Hence, it should include the following information:

Author: Author's name with surname coming first, then followed by initial(s). In case(s) where there is no specified author, the name of organization or newspaper should be cited. Year: The year that the text, table or illustration was written or created. It should be noted that a table or figure that contain data for 2002 may not have been created in that year. Hence, if there is no identifiable data, researcher should enter the year he or she viewed the page or data.

Title: The main heading of the text, table, figure or illustration.

Journal: Location or source within the website for example, 'consultation papers', 'press releases' or 'UN news centre'. For example, 'The Guardian Internet Edition' 'Friends of the Earth Website' or 'ERIC Database'.

Volume: This relates to the specific date and where appropriate, number of an article, press release amongst many others. It is worth knowing the essential information for material from online newspapers, since the URLs are likely to change as articles become archived.

Page Number: Researchers should take great care to copy the correct address. This is because it is virtually impossible to find the specific page from 'real match' address. Hence, researcher must take cognizance of the full website address (URL), in telnet address, ftp address amongst many others. It is advisable refreshing your browsers and trying to access the page a couple of days later from the URL you carried out. This is with a view to checking that it is correct and that direct access is not denied. Also worth noting is that some pages can only be brought up by visiting from an active link on another web page higher up, if this is the case, the researcher should enter the 'higher' URL.

For illustration purpose, consider the following examples:

DETR. 2000. Revenue account expenditure: 2000/01 settlement local government finance statistic key facts card. Department of the Environment, Transport and the Regions Website. [Online, URL: <http://wywJocal.dets.gov.uk^finance/stat^rae.htm>]

Meek, J. 2000. Mobile phone safety leaves experts divided. UK News, The Guardian Internet Edition, 9th August [Online, URL: <http://www.guardianunlimited.co.uk/news/storv/0.3604,35204,00.html.1>]

For articles or papers that appear in text and on internet:

(1) Names and initials of all authors. (2) Year of publication. (3) Full title of article. (4) *Journal title in full*. (5) Volume number, (6) issue number: (7) first and last page numbers (8) Online, Full website address (URL).

For example:

Riitters, K., J. Wickhan, R. O'Neill, B. Jones, and E. Smith. 2000. *Global-scale patterns of forest fragmentation*. *Conservation Ecology* 4 (2): 3. [Online URL: <http://www.Cons ecol.org/vol6/iss2/art3.>]

Sheil, D. and S. Winder. 2002. The value of tropical forest to local Communities: Complications, caveats, and cautions. *Conservation Ecology* 6 (2): 9. [Online URL: <http://wmv.cons ol.org/vol6/iss2/art9.>]

Kceley, J. and I. Scoones 1999. *Understanding environmental policy processes: a review*. Institute of Development studies (IDS) Working Paper 89. Sussex University, UK. [Online, URL: <http://www.ids.ac.uk/ids/env/pubs 1999.html.>]

Sheil, D., N. Liswanti, M. van Heist, I. Basuki, Syaefuddin, I. Samsodia, Rukmiyati, and M. Agung. *In Press Local priorities and biodiversity in tropical forest landscapes: asking people what matters*. *Tropical Forest Update*. [Online, URL <http://www.itto.or.jp.>]

33.4 Bibliography

While only cited works should be included in the reference list, 'bibliography is a list of all works (journals; books, magazines etc) which the author used, whether such works were actually referred to in the main text or not' (Asika, 1990, p. 166). Bibliography always appears at the end of research report and it is characterized by certain peculiar features. Asika (1990, p. 166) identified four such features and these are that:

- (1) A bibliography appears only once in the entire work and at the end of the project.

- (2) In a bibliography, the author's last name is written first before his other names and or initials.
- (3) In a bibliography, all the works consulted by the author are arranged as follows: first journals, then books, magazines, and newspapers and finally, other publications.
- (4) In a bibliography, all works for each magazines, etc, are arranged alphabetically, and if necessary, numbered serially.

33.5 Conclusion

This chapter deals with general guides for writing references. First, it is eventual to restrict references to those that have a direct bearing on the study at hand. Also, write references according to the format specified by the journal/institution publishing the work. This is important, as there are several variants of even established styles such as the APA style. While working on the paper, remember to keep track of all references/bibliography. Usually, when references are left to the last minute, several of them may become untraceable, hence the researcher may be forced to drop useful ones or in dubious cases deceptively disquiet some authors.

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- Agunbiade, B., K. Adeniji, F. Olokesusi, and T. Agbola 1995. *The impact of*

- liberalization policies on the building construction industry in Nigeria. Final Report. Nigeria Institute of Social and Economic Research, Ibadan, Nigeria.
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