

# Citation Style Guide

A Comprehensive Resource for Academic Integrity and Formatting  
International Journal of Integrated Knowledge

## 1. Introduction to Citation

A citation style guide is a set of standardized rules for documenting sources used in academic writing. Proper citation serves three main purposes:

- **Intellectual Honesty:** Attributing ideas to their original authors to avoid plagiarism.
- **Verification:** Allowing readers to locate the sources to verify the data.
- **Professionalism:** Demonstrating that your work is built upon established research.

## 2. Comparison of Major Styles

Style	Full Name	Disciplines	Key Focus
<b>APA</b>	American Psychological Association	Social Sciences, Business, Nursing	Date of publication (recency).
<b>MLA</b>	Modern Language Association	Humanities, Literature, Arts	Authorship and page numbers.
<b>Chicago</b>	Chicago Manual of Style	History, Arts, Fine Arts	Detailed footnotes and bibliography.
<b>IEEE</b>	Inst. of Electrical & Electronics Eng.	Engineering, Tech, CS	Numerical sequence [1].

## 3. In-Text Citation Basics

How you refer to a source within your paragraph depends on the style chosen.

### IEEE Style (Engineering)

Standard within engineering disciplines where concise, sequential referencing is required.

```
Standard Citation: [1]
Multiple Citations: [1], [3], [5]
Narrative: As demonstrated by Smith [1]...
```

### APA Style (Management)

Predominantly utilized in management and social sciences where the chronological currency of research is critical.

```
One author: (Smith, 2023)
Two authors: (Smith & Jones, 2023)
Narrative: Smith (2023) argued that...
```

### Chicago Style (Multidisciplinary)

Employed in multidisciplinary studies offering flexibility through comprehensive footnoting and terminal bibliographies.

```
Footnote: 1. John Smith, The Book (City: Publisher, 2023), 42.
Author-Date: (Smith 2023, 42)
Narrative: Smith emphasizes that "data is key" (2023, 42).
```

### Harvard Style (General Research)

A flexible author-date system utilized widely in general research to attribute sources seamlessly.

```
One author: (Smith, 2023)
With page number: (Smith, 2023, p. 42)
Narrative: According to Smith (2023)...
```

## 4. Formatting the Reference List

The final page (titled "References", "Works Cited", or "Bibliography") must follow strict punctuation and indentation rules.

**Pro Tip:** Use "Hanging Indents" for all reference lists. The first line is flush left, and subsequent lines are indented 0.5 inches.

## Journal Article Example (APA)

Author, A. A., & Author, B. B. (Year). Title of article. Title of Periodical, volume(issue), pages. <https://doi.org/xxxx>

## Book Example (MLA)

Last Name, First Name. Title of Book. Publisher, Year.

## 5. Core Elements Checklist

Regardless of the style, you must always collect these nine elements from every source:

1. **Author:** Who created the work?
1. **Title:** What is the work called?
1. **Container:** What is the larger work (Journal, Website, Anthology) called?
1. **Other Contributors:** Editors, translators, or illustrators.
1. **Version:** Edition (e.g., 2nd Ed.) or volume.
1. **Number:** Issue number or volume number.
1. **Publisher:** Who made the work available?
1. **Publication Date:** When was it published?
1. **Location:** Page numbers, DOI, or URL.

## 6. Document Formatting Standards

Most academic journals and professors expect the following layout:

- **Margins:** 1-inch on all sides.
- **Font:** Times New Roman (12pt) or Arial (11pt).
- **Spacing:** Double-spaced throughout.
- **Page Numbers:** Usually in the top-right header.