

**UNIVERSITY OF NAIROBI**  
**INSTITUTE OF ANTHROPOLOGY, GENDER & AFRICAN STUDIES**  
**GUIDELINES ON REFERENCING**

**Reference in citation in Text for Articles, Books, Reports, Theses, etc.**

1. Simple citation, with no page numbers specified. Were (1983) or (Were 1983).
2. Two authors.  
Hafkin and Bay (1976) or (Hafkin and Bay 1976)
3. Three or more authors.  
Odera-Orika *et al.* 1989 or (Odera-Orika *et al.* 1989).  
Note: Use of “*et al.*” is limited to citation in text. All names should be listed in the references list following the first or senior author’s name.
4. Several different authors cited in one place.  
Hafkin and Bay (1976), (Odera-Orika *et al.* (1989) and (Were 1983) or (Hafkin and Bay 1976; Odera-Orika *et al.* 1989; Were 1985).  
Note: (a) Arrange the authors alphabetically. (b) As shown in the second part of the example, use a semicolon to separate the works by different authors.
5. Several references by the same author.  
Were (1972, 1976, 1983) or (Were 1972, 1976, 1983).  
Note: Use commas to separate works by the same author in chronological order.
6. Two or more references by the same authors in the same year.  
Jones and Brown 1972a, 1973; Wandibba 1989a or (Jones and Brown 1972a, 1972b; Wandibba 1989b).  
Note: When an individual or individuals have both authored and edited publications with the same date, and both are cited, the edited volume is to be distinguished in citation in the following format. Example: Adams, ed. 1977 or (Adams, ed. 1977). Edited volumes are so identified only when potential ambiguity occurs. The authored publication precedes the edited one in both citation and reference. Flannery, ed. 1976 or (Flannery 1976) and Flannery (ed. 1976).
7. Two authors, same surname, same year published. J. Smith 1982 and N. Smith 1982 or (J. Smith 1982; N. Smith 1982).
8. Two authors, same surname, different years published. Smith (1980), Smith (1982) or (Smith 1980; Smith 1982).
9. Citation of government agency, company, etc.

United States Department of Agriculture (USDA) 1975, Central Bureau of Statistics (CBS) 1979 or (United States Department of Agriculture (USDA) (1975); Central Bureau of Statistics (CBS) (1979).

10. Citation with pages, figures, or tables specified.

Were (1972:9), Barbour and Wandibba (1989: Fig. 2.2), (Campbell, 1982: Table 7-4), Johnson *et al.* (1970: Table 1).

Note: Use colon to separate year of publication from what follows. Spell out and capitalize such words as figure, table, etc.

11. Citation to multivolume set.

Thwaites (1896-1901: 17: 232-236, 19:197) or (Thwaites, 1896-1901: 17: 236, 19: 197).

12. Citation to forthcoming book or article in journal issue in press.

Wandibba (1994) or (Wandibba 1994).

Note: Do not use “n.d.” Give date of either manuscript submission or anticipated publication.

13. No author specified, cite the group or agency issuing the report, or the publisher. Kenya Government (1990) or (Kenya Government 1990), Geological Society of Kenya (1934) or (Geological Society of Kenya 1934).

14. Personal communication, no publication involved. Murunga Sichangi (Personal Communication 1989) or (Murunga Sichangi, Personal Communication 1989).

Note: Give full name, and date if possible.

## References Cited

All references cited in the text appear in the “References Cited” list, and all entries in the list must be cited in the text. Alphabetize the reference list by the last names of authors. Two or more works by the same author or authors should be listed chronologically; two or more by the same author or authors in the same year should be alphabetized by the first significant word in the title and differentiated by lower case letters following the date (i.e., 1977a, 1977b). Arrange the parts of each reference in the general order: **Author(s). Date. Title. Place of publication. “Publishers”, Publishing Company”, etc.** If city is not well known, include state or country name along with city name for place of publication. Examples:

1. Book, single author

Oboler, R.S. 1985 *Women, power and economic change: The Nandi of Kenya*. Stanford, California: Stanford University Press.

Were, G.S. 1983 *Leadership and underdevelopment in Africa*. Nairobi: Gideon S. Were Press.

**Note: Use colon to separate place of publication from publisher.**

2. Book, two or more authors.  
Cohen, D.W. and Atieno-Odhiambo E.S. 1989 *Siaya: The historical anthropology of an African landscape*. Nairobi: Heinemann.

Odera-Oruka, H.J. Mugambi and J.B. Ojwang'  
1989 *The optional path: A dialogue on philosophy, law and religion*. Nairobi: Standard Textbooks Graphics and Publishing.

**Note: In the case of more than two authors, place only the first author's name in reverse.**

3. Edited book  
Ochieng', W.R. (Ed.) 1989 *A modern history of Kenya 1895-1980*. Nairobi: Evans Brothers (Kenya).

4. Reissued or reprinted book.  
Wagner, G. 1970 *The Bantu of Western Kenya*. London: Oxford University Press. Reprint.

5. Book, no author  
U.S. Government Printing Office 1967 *Style Manual*. Washington, D.C.: U.S. Government Printing Office.

6. Article in edited book.  
Wandibba, S. 1990 Archaeology and education in Kenya. In *The excluded past*, pp. 43-49. P. Stone and R. Mackenzie (Eds.) London: Unwin Hyman.

**Note: In the case of multiple editors, all the editors should be listed in full. "et al." is not used.**

7. Article volume in a series.  
Tuck, J.A. 1978 Regional cultural development, 3000 to 3000 B.C. In Northeast. B.G. Trigger (Ed.), pp. 28-43. *Handbook of North American Indians, vol. 15*. W.G. Sturterant, general editor. Washington, D.C.: Smithsonian Institution.

Browman, D.L. 1981 Isotopic discrimination and correction factors in radiocarbon dating. In *Advances in Archaeological Method and Theory, vol. 4*. M.B. Schiffer (Ed.), pp. 241-395. New York: Academic Press.

**Note: When the volumes are individually titled, the volume title is italicized; otherwise, the series title is italicized. The name of the editor of a volume follows the volume title or series title name may be given following the series name and volume.**

8. Articles in proceedings, transactions or annual report series.  
Wandibba, S. 1980 The application of attribute analysis to the study of Stone/Age/Neolithic ceramics in Kenya – summary of conclusions. *Proceedings of the 8<sup>th</sup> Pan African Congress of Prehistory and Quaternary Studies*, pp. 283-285. Nairobi.

9. Paper presented at a meeting.

Odak, O. 1979 The role of oral traditions in archaeological field work. Paper presented at the UNESCO sponsored seminar on "Oral Traditions: Past Growth and Future Traditions in East Africa". Kisumu, 18<sup>th</sup>-22<sup>nd</sup> April, 1979.

**Note: Do not italicize or put into quotes the title of the paper. Use Roman or Arabic numbers for the number of the conference, congress, etc., as is used in the name and be sure to include the location.**

10. A book review.

Clark, G.A. 1978 Review of *Spatial analysis in archeology*, by Ian Hodder and Clive Horton. *American Antiquity*, 43: 132-135.

11. Dissertation or Thesis

Odidah, L.O. 1990 *The impact of rural-urban migration on the family: A case study of kanyadoto, Location, South Nyanza District*. Unpl. B.A. Dissertation, Institute of African Studies, University of Nairobi.

**Note: For master's thesis or Ph.D. thesis, use the designation "Masters Thesis" or "Ph.D. Thesis" in place of "B.A. dissertation". Be sure to indicate the department and university of submission.**

12. Manuscript for book or journal in press.

For book: Give all the particulars as in no. 1 above and then end with the words "in press". For article: Give name or author, year, title of article, title of journal and then the words "in press".

**Note: Use this form only if the manuscript has been accepted for publication.**

13. Unpublished manuscript.

Adams, R.E.W. 1968 Maya Highland prehistory: New data and implications. Ms. on file, Department of Anthropology, University of Minnesota, Minneapolis.

**Note: Title of books, journals, dissertations and theses should be italicized.**

14. Verbatim Quotations.

One sentence or part of sentence can be quoted in the text with the use of quotation marks. This should be followed by, in **parenthesis, author, year and page number**. For larger chunks of quotations, use **indentations**. In this case do not use quotation marks. Instead use the **author, year and page number**.

**END**