

THE PROTESTANT INSTITUTE OF ARTS AND SOCIAL SCIENCES [PIASS]

STYLES [Editorial Considerations for Academic Writings submitted for Publication]

Citation and references

PIASS has adopted the American Psychological Association [APA] style of using references and citations in research, dissertations and publications. However, the most important thing when citing and referencing is to be consistent. Where you refer to a particular piece of work within the main body of your text, make sure it is acknowledged. Work should be formatted and submitted as follows:

Submission

The texts in progress should be typed, one and a half spaces between lines, on A4 paper, font 12. If the text is sent electronically, it must be in Words. Chapter's heading should be in CAPITALS AND CENTRED; sections headings should be in small letters; subheadings should be in small letters as well and italicized. Foreign words, except proper names, should be italicized. Dates should be given as 4 July 2014; the 1990s; 2000- 14; numerals up to hundred should be spelled out; all other numbers given in figure, e.g. 12-18%; initials of institutions or countries should be given without stops: PIASS; FPR; UN; USA; EAC.

Short quotations:

If quoting directly from a work, you will need to include the author, year of publication and the page number for the reference: According to Murambi (1999), "children from poor families often fail to perform well" (p.201).

Long quotations:

Quotations of more than 40 words should be indented, and omit quotation marks. Text of the quotation indented should be in italic. Start the quotation on a new line, indented ½ inch from the left margin; type the quotation on the new margin, and indent the first line of any subsequent paragraph within the quotation. The page number of the reference must be given at the end of the quotation. Jones (1998) reported the following:

The study showed that students often had difficulty using APA style, especially when it was their time citing sources. This difficulty could be attributed to the fact that many students failed to purchase a style manual or to ask their teacher for help (p.199).

Footnotes and references:

Footnotes and references should be kept to a minimum number. Footnotes and references on a page appear on its bottom. They should be single spaced.

References to publications:

Should be placed in the text, in parentheses, and a bibliography provided at the end of the article. References within the text should be in the form of: family name, date:page number - (Jyambere&Rudahana, 2014: 324).

Bibliography: The bibliography is a list of the publications used for reference. It appears at the end for the paper. The listing is alphabetical by the family name of the first author. PIASS has adopted the APA (American Psychological Association) style of references in the bibliography.

Edited Books with one author:

Karangane, A. (1990). *Gospel and Sword*. Paris: Karthala.

Edited book with two or more authors:

Gakire, T. & Rucinoni, L. (eds). (2014). *Histoire des écoles et universités du Rwanda*. Yaoundé: CLE.

More than two authors:

List by family names followed by initials; commas separate author names, and the last name is preceded by ampersand: Kananga, S., Munywany, E., Nkundibakwe, I., Uwunganira, P. Bizibose, E., Ntwaranyi, E., & Bambari, C. (2014). *A handbook of conflict resolution through traditional cultural mechanisms in Africa*. Huye: PIASS Series. Subsequent citations, only use first author's family name followed by "et al" in the signal phrase: (Karangane et al., 1998) ...

Organization as author:

Protestant Institute of Arts and Social Sciences. (2010). *PIASS Handbook of rules and regulations*. Huye: CEL publishers.

Government Documents:

Rwanda Education Board. (2013). *Performances and counter performances in low fee schools (HEC publications no 2/2013, 77-92)*. Kigali: Imprimeriescolaire.

More works by same author:

Use the author's name for all entries and list the entries by the year [earlier comes first]; Gihana, B. (2010); Gihana, B. (2014).

More than one reference of a same author or group of authors published in the same year: Reference list alphabetically by the title of the article, then assign a letter suffixes to the year, e.g.: Rutavogerwa, P. (2012a); Rutavogerwa, P. (2012b), then the rest of the reference.

For Articles:

Dusenge, J.P (2011). "La réforme de la douane au Burundi", Huye : PIASS Series (1), 23-59.

For article or chapter published in a book:

Kayisire, J. (2014). "L'Eglise de l'autre moitié du monde". In Gatenderi, T & Rutetera, L.(eds), *Histoire du Sahara*, pp.117-143. Yaoundé: Editions CLE.

Maps, diagrams, figures:

Should be placed at the end of the dissertation, each on a separate sheet and numbered. They should be clearly drawn and sources must be duly acknowledged.

Executive Summary:

Given the use of two international languages, English and French, there should be an executive summary of more or less 500 words in the language other than that of the main text.

Copyright:

Every source used should be recognized and in the case the article presented for publication has been published before, submit the authorisation to republish it.

Electronic sources:

Online articles follow same guidelines for printed article: Author, A.A., & Author, B.B. (date of publication). Title of article. Title of Online periodical, volume number (issue number). Retrieved from: <http://www.goodaddress.com/HEC/rw/>

Illustrations and Tables:

The illustrations and tables used in the dissertation should be precise and readable. They should be introduced and commented. The sources of illustrations and tables must be identified.

Appendices:

They should be referred to in the text and appear in chronological order. They may contain material relevant to the work but not essential for inclusion in the main body of the work. They may include interview schedules or questionnaires, budgets, data diagrams, curriculum vitae or key research staff. ///

Also available in: PIASS'S Brief Guide for BA Dissertation and Supervision [Sept. 2014]

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