**Citation Guidelines**

* Citing single authored research outputs: At the end of a sentence referring to somebody else’s work give the author’s family name in brackets, followed by the year of publication and page number/s of the relevant citation (Bornstein, 2009, p. 628). If you are citing an argument spread over an entire article or a whole book, you do not give a page number(Bornstein 2009).
* Citing more than one source: A parenthetical citation can be expanded to include more than one source, but the different entries are arranged according to the alphabetical order of the author’s family name (Obeyesekere 1968; Silva and Pushpakumara 1996).
* Citing multi-authored publications: In citing a publication by multiple authors the practice is to include the family names of all the authors if the number of authors involved is two or three (Eddleson, Sheriff and Horton 1998; Silva and Pushpakumara 1996). If the number of authors exceed three, we only cite the first author followed by *et al.* (Spencer *et al.* 2015).
* Direct quotations: If you quote from other published sources, you must place all direct quotations in inverted commas and cite the author date and page number as above.

Another way to cite references would be to quote the author in a statement. Usually the sentence would begin as follows. “As Bornstein (2009) argues philanthropy is driven not so much by a rational motive of the giver as by her impulse to give”. We can also cite multiple sources using the same format. “Following Bornstein (2009) and Obeyesekere (1968), we can explore the role of religion in charity and philanthropy”.

The citation format is the same for ebooks and websites. In case of institutional websites we can say for instance, “As reported by the UNDP (2014), ……….”.