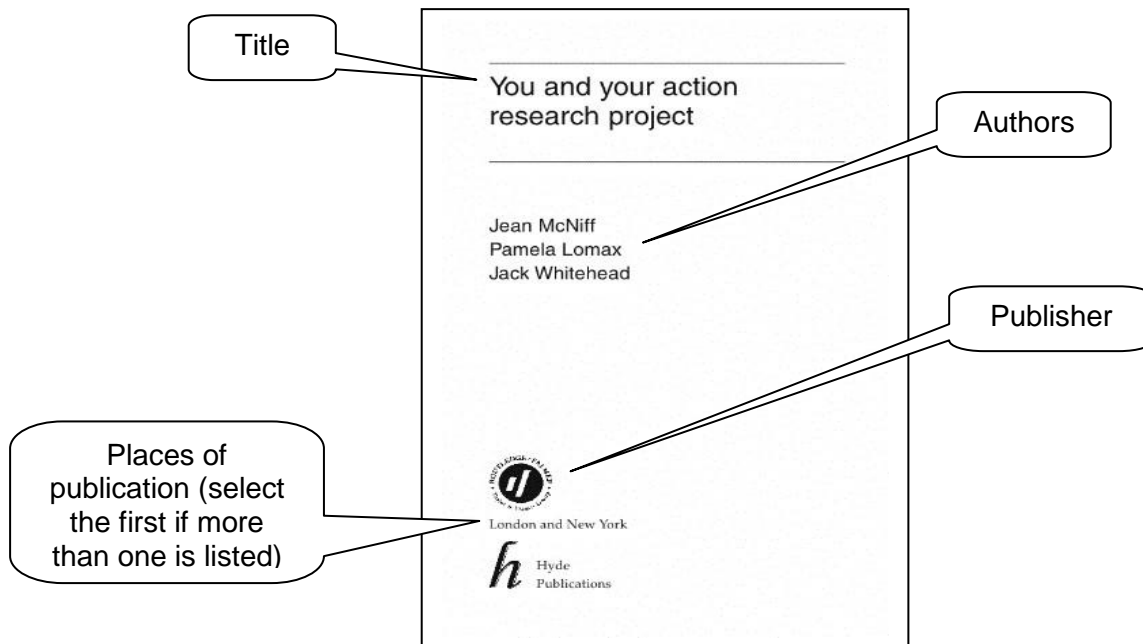


Quick Guide to Referencing: Book with three or more authors



1. Citing in text

If there are more than two authors the surname of only the first author should be given, followed by et al.

e.g. Administration costs amount to 20% of total costs in most projects (McNiff et al.1996)

e.g. McNiff et al. (1996, p.12) suggest that “administration costs amount to 20% of total costs in most projects”.

2. Reference at end of work

All of the author’s names should be listed in the references at the end of your work in the same order stated on the title page. Insert ‘and’ before the last named author.

1st Author’s Surname, INITIALS., 2nd Author’s Surname, INITIALS. and last Author’s Surname, INITIALS., Year of publication. *Title*. Edition (if not the first edition). Place of publication: Publisher.

McNiff, J., Lomax, P. and Whitehead, J., 1996. *You and your action research project*. London: Routledge Falmer.