GENERAL GUIDELINES

- On separate page, titled Works Cited, list entries alphabetically
- **Double space** entries; **indent** 2nd and subsequent lines of each entry **5 spaces**
- Capitalize the first, last and major words in the title and subtitle
- *Italicize* the *Title*. End with a period. *Underline* if handwriting
- Use italics for *Titles of Books* and *Journals*; “quotation marks” for titles of shorter works, poems & articles
- **PUNCTUATION and SPACING are CRITICAL!**
- Abbreviate all months except May, June, July

BOOKS in PRINT

**Basic form:** Author's Last Name, First Name. *Title of the Book*. City of Publication:

Publisher, Date. Medium of Publication.


**2-3 AUTHORS**


**MORE than 3 AUTHORS**

List only the first author, Last Name First, followed by *et al.* which is Latin for ‘and others’


**BOOK with an AUTHOR and an EDITOR**

**Basic rules:**

- Author’s name goes before title, last name first
- Editor’s name goes after title, first name first
- Use Ed. or Eds. **before** name of editor or editors.

**Example:**


BOOK with only an EDITOR LISTED on the TITLE PAGE

Basic rules:

- The editor’s name goes before the title, last name first
- Use the abbreviation ed. or eds. after the name of the editor or editors


ESSAY, SHORT STORY, PLAY or POEM in a TEXTBOOK

Basic rules:

- Author’s name goes before title, last name first
- Editor’s name goes after title, first name first
- Use abbreviations Ed. or Eds. for editor or editors
- Do not use p., pgs. or pp. preceding page numbers
- Note later edition (2nd ed., Rev. ed., Abr. ed.) after name of editor

Author Last Name, First Name. "Title of Essay or Chapter." Title of Book. Ed. Editor's First Name Last Name. City: Publisher, Year. Page numbers. Medium of Publication.


SPECIALIZED REFERENCE SOURCE: PRINT or WEB

Basic rules:

- For specialized reference works, give full publication information, omitting page numbers IF the work is arranged alphabetically
- When citing widely used references, do not give full publication information. If the article is signed, give the author’s name first
- If the article is unsigned, give the title first
- Always include EDITION information (if stated) and the year of publication and the medium


Web. 20 July 2010.


MAGAZINE and SCHOLARLY JOURNAL ARTICLES in PRINT

Basic rules:
- **Journals**: include volume, issue and year: 13.2 (2009)
- There is no period after the periodical title


- **NO** volume or issue numbers. Dates are written day month year, if given.


CHAPTER originally published in a BOOK or ARTICLE originally published in a JOURNAL in SHORT STORY CRITICISM

Basic rules:
- Original source is cited first. Use abbreviation Rpt. in for reprinted in
- Do **not** use p., pgs. or pp. preceding page numbers

Chapter in Book:


Article in Journal:


CQ RESEARCHER


**NEWSPAPER ARTICLE in PRINT**

**Basic rules:**
- Abbreviate names of all months except May, June and July
- List date in following order: day month year (2 Jan. 2009)
- Use + sign to indicate that the story continues but not on next page
- List section, if given, followed by page
- Do not list volume and issue numbers for newspapers, even if given

Kolata, Gina. "Good or Useless, Medical Scans Cost the Same, and Are Booming."


**BOOKS on GOOGLE BOOK SEARCH and eBOOKS**

**Basic form:** Author. *Book Title*. Place of Publication: Publisher, Date. *Online Database Name*. Web. Date Accessed.


**FILM, MOVIE, DVD, VIDEO**

**Basic rules:**
- *Title of Film* is italicized
- **Director** (abbreviated as Dir.). **Performer** (abbreviated as Perf.)
- Other data (producer, screenwriter) may be inserted between Title and distributor
- In dubbed or subtitled films, use *English Title* followed by original [*Title*] in square brackets

**Basic form:** *Film Title*. Writer (optional). Dir. Perf. (optional). Original Year (if different than version cited). Distributor, Year. Medium.


ARTICLE in ELECTRONIC DATABASES

ARTICLE in an ONLINE DATABASE

Basic rule: Follow the form for a print journal article. If page numbers are not given, use n. pag. Replace the medium of publication Print with the following:

- Title of the database is italicized. Medium of publication Web
- Date of access (day month year). If only year is given (2003)
- IF you are citing a .PDF document, include original page numbers
- If no pages are listed, use n. pag.

Basic Form: Author(s). "Title of Article." Title of Publication Volume. Issue (Date): Pages. Title of Database. Medium of Publication. Date of Access.


NEWSPAPER or JOURNAL ARTICLE in ACADEMIC SEARCH COMPLETE


BOOK CHAPTER or JOURNAL ARTICLE in LITERATURE RESOURCE CENTER


ARTICLE in SCIENCE DIRECT


ARTICLE in JSTOR

Web Documents

Books and Journal Articles on the Web

Basic rules: Follow the form for a print journal article but replace the medium of publication Print with the following:

- Title of the database (italicized)
- Medium of publication Web
- Date of access (day month year)


Information Posted on Web Sites

Basic form (in this order).

- Last Name, First Name of the author, editor, or compiler of the work
- “Title” of part of the web site in quotation marks, if it has a name separate from the title of the site
- Title of the Web Site (italicized)
- Version or edition, if given
- Publisher or sponsor of the site followed by a comma, if none use n.p.
- Date the article was posted, if given, or use n.d.
- Medium of publication Web
- Date you accessed the site (day month year)


Online Video, Images, YouTube, PowerPoint

For an Image: Artist’s Name. Work of Art. Date of creation. Medium of Art. Institution, City where work is housed. Name of Website. Medium of Publication. Date of Access.


For YouTube: Creator of video, if known. Title of Video. Date Published. YouTube. Web. Date of Access.

