In-text and Parenthetical Citations (p. 17)

Include the author’s last name and year inside parentheses. A comma separates the year from the page number or chapter number; “p.” and “pp.” are not used. However, “chap.” or “chaps.” should be used to differentiate between page and chapter numbers. Omit page and chapter numbers when referring to an entire article or book.

Examples: Martinez (2008, 355) said… OR In a recent study (Martinez 2008), … OR In 2008, Martinez said…

Work by two or three authors (p.18)
When citing work written by two or three authors, include all last names in each citation.


Work by four or more authors (p. 19)
When citing a work written by four or more authors, use only the first author’s last name and “et al.” in all citations.

Example: …discovered (Wasserstein et al. 2005).

More than one work in a single citation (p.19)
When referring to more than one source in a single citation, arrange citations in alphabetical order by author, and separate them with semicolons.

Example: … reported (Jones 2003; Martinez 2008; Smith 2006)

Two or more authors with same last name (p.20)
When two or more authors have the same last name, use the initial of the first names to differentiate between the citations.

Examples: . . . confirmed (M. Salinas 2000; E. Salinas 2005)

Two or more authors with same last name (p.20)
When citing two or more works by the same author, use a semicolon to separate them.

Example: (Casarez 2005; 2007)
Citing works by same author published the same year (p.20)

When citing works by the same author which are published in the same year, assign each publication date a lowercased letter and repeat these in the reference section.

Example: (Warner 1999a; 1999b)

Citing government documents (p.20)

When citing a government document, use the normal author-date Format. If the name of the government agency is long, use the full name initially and use an acronym for all following citations.

Examples:
First mention: (U.S. International Trade Commission 1978, 12; hereafter USITC)
All subsequent mentions: (USITC 1978, 16)

Citing a court case (p.20)

When citing a court case, provide the name of the case and the year.

Example: (Baker vs Carr 1962)

Citing statute or law (p.20)

When citing a statute or law, provide the full name of the law/statute and year.

Example: (No Child Left Behind Act 2001)

The Reference List

- The reference list begins on a new page and is titled “References.” List all references cited in the text alphabetically by author’s last name. Double space all lines and use hanging indentation.
- Use authors’ last names, first names (and middle initials, if available); for books, use “et al” to credit fourth through last authors.
- Alphabetize references by the author’s name inverted (last name, first name). When a source has no author, alphabetize by title, ignoring a, an, or the.
- Multiple works by the same author must be arranged chronologically by publication date. The author’s name is repeated at the beginning of each reference.

For Example,


- Note that personal communications (i.e., letters, memos, telephone conversations, interviews, e-mail, discussion groups, etc.) are cited in text or in notes only.

References

Reference List Examples

BOOKS

One Author (p. 24)

Format: Last Name, First Name. Year. Title. Place of Publication: Publisher.

Two Authors (p. 25)

Format: Last Name, First Name, and First Name Last Name. Year. Title. Ed. no. Place of Publication: Publisher.

Edited Collection (p. 25)

Format: Last Name, First Name, ed(s). Year. Title. Place of Publication: Publisher.

Article or Chapter in an Edited Book (p. 25)

Format: Last Name, First Name. Year. “Article or Chapter Title.” In Title of Book, ed. First Name Last Name. Place of Publication: Publisher, Page Numbers.

Multivolume Work (p. 25-26)

Format: Last Name, First Name. Year. Title. Vol. no. Ed. First Name Last Name. Place of Publication: Publisher.

Dissertation or Thesis (p. 27)


GOVERNMENT DOCUMENTS AND LAWS

Executive Department Document (p. 29)

Format: Corporate Author. Year. Title. Place of Publication: Publisher.

Hearing (p. 29)


Legal References (p. 30)

Format: Case. Year. Volume Source. Page on which case begins (District in any lower federal court).

Law or Statute (p. 29)
Format: Name of Statute or Law. Year. U.S. Code or Statutes at Large. Vol. no., sec. no., page number

Treaties (p. 29)
Format: Corporate Author. Year. Treaty Name, Day Month. Treaty Series (e.g. TIAS no.). US Treaties and Other International Agreements, vol. #, pt. #.

Technical Reports (p. 30)
Format: Last Name, First Name. Year. Title. Place of Publication: Publisher. NTIS or ERIC no. (if available).

PERIODICALS

Journal Article, One Author (p. 26)
Format: Last Name, First Name. Year. “Article Title.” Journal Title vol. # (month, season, or issue no.): page numbers.

Magazine Article (p. 33)
Format: Last Name, First Name. Year. “Article Title.” Magazine Title, Month (and day for a weekly or biweekly magazine), page numbers.

ELECTRONIC RESOURCES

Journal Article from a Database (p. 26)
Format: Last Name, First Name. Year. “Article Title.” Journal Title vol. no. (issue no.). Full Retrieval Path or Name of Database (Date of Access).

Document from a Web Site (p. 32)
Format: Last Name, First Name. Year. “Title of Work.” Title of Complete Work (if applicable). Month Day. URL address (Date of Last Access).