GENERAL RULES

- Use 1” margins on all sides. Double space throughout.
- Include a page header (running head) that includes a page number at the top of every page. These should be in the top, right corner of the page. The running head is a shortened version of the paper’s full title.
- When certain information, such as an author, is missing, skip it and go on to the next part.
- Single space after all punctuation.
- Include a title page with your paper, the author’s name and the school. The title should be listed first followed by your name, and school.
- Indent five spaces or one-half inch after the first line of each entry. Use double line spacing throughout.
- Alphabetize your Reference page by author’s last name, or, if the author’s name is not given, by the first word of the title. Numbers are alphabetized as spelled. If some information is missing, indicate with n. pag. (no pagination), n.p. (no publisher), n.d. (no date).

Parenthetical documentation

- All sources cited in the text should be listed in the Reference page.
- The author’s name may be included in the text and only the page numbers in parentheses. “As Allison asserts (97), the...” Many instructors prefer this method.
- Alternatively, use the first part of your citation for parenthetical documentation. Usually, that will be the author or authors’ last names. Follow with the page number. (Brown and Proper 17).
- Use as little information as possible while making a unique identification. If there are two books by the same author, you must include part of the title. (Allison, Whatever 97).
- When you are quoting person A in who was quoted in person B’s essay, your parenthetical reference should acknowledge that: Allison believes such and such (qtd. in Brown and Proper 256).
- If you have no page numbers, it usually flows better to include an indirect reference in the text. “According to Allison, the...”
PRINT SOURCES

Book with One Author

Two to Seven Authors (List all authors)

No Author (Note: Begin with the title if a source has no author.)

An Editor

Corporate Author with an Edition and Published by the Corporate Author

Chapter in a Book

Anthology or Compilation

A Book Published in a Second or Subsequent Edition

An Article in a Reference Book: Specialized Work

An Article in a Reference Book: Introduction, Foreword, Preface or Afterword

An Article in a Reference Book: Encyclopedia Article, Signed


An Article in a Reference Book: Dictionary or Encyclopedia Article, Unsigned


Book in a Series


Two or More Works by Different Authors from the Same Anthology


Government Publication


MAGAZINES and JOURNALS (PRINT)

Article from a Weekly Magazine and Weekly News Service


Article from a Monthly Magazine


Newspaper Article


Article in a Scholarly Journal

Anonymous Article


**ONLINE DATABASES**

**Scholarly Journal in an Online Database**


**Weekly or Biweekly Magazine in an Online Database**


**Newspaper in an Online Database**


**Book Article in an Online Database**


**E-Books**


**MEDIA and INTERVIEWS**

**Personal Interview**

Persson, Katherine. Personal interview. 11 Aug. 2009.

**Film or Video Recording**


Sound Recording


Sound Recording. Liner Notes


Visual Art. In a Museum.


Visual Art. In a Book.


WEB SITES

Basic Entry


Work Cited only on the Web, with URL


Author, no publication date


Title, No Author


Online Periodical

Online Government Publication


Book Online. First Published prior to 1900


Book Online. First Published after 1900


Online Video


Online Video with Publication Data for Another Medium


Author. “Title of Article.” *Web Site*. Editor. Site Publisher or N.p., Date of Publication or n.d. Medium of Publication (Web). Date of access. <URL optional>. 
References


