General Guidelines

• Your list of references should begin on a separate page, with the title "Works Cited".

• Arrange entries alphabetically, using the last name of the author. If no author is given, alphabetize by the title, eliminating any initial A, An, or The.

• Begin each entry at the left margin. Indent the following lines one-half inch from the left margin.

• Double-space within each entry, and between each entry.

• Follow carefully the punctuation, underlining, and capitalization in the examples.

• Shorten the name of the publishing company by eliminating articles (A, An, or The), business abbreviations (Co., Inc., Ltd.), and descriptive words (Books, House, Press). However, when citing a University Press, add the abbreviation "UP" (Ohio State UP). If the publisher’s name is the name of one or more persons, cite the first surname only (Abrams).

In-Text Citation

Parenthetical references

• The list of Works Cited at the end of your paper tells your reader what resources you used to write your paper. To avoid plagiarism or taking credit for ideas that are not your own, you must also indicate in the text of your paper precisely what is borrowed from a source and where to locate that information in the source.

• The in-text citation usually appears in parentheses and corresponds directly to an entry in your list of Works Cited.

• The author's last name and the page number are usually enough to indicate the location in the source.

• If the author's name is used in the sentence, do not repeat it in the citation.
<table>
<thead>
<tr>
<th>Author’s name in text</th>
<th>Sellers had expressed that the market changed in the 17th century (91-92).</th>
</tr>
</thead>
<tbody>
<tr>
<td>Author’s name in reference</td>
<td>…Sellers view on economic growth is not widely embraced among Historians (Cassell 9).</td>
</tr>
<tr>
<td>Multiple authors of a work</td>
<td>The literature also indicates (Hamilton and Spruill 231) that modest improvements have been made to training programs.</td>
</tr>
<tr>
<td>Two locations</td>
<td>Sellers market and democracy theory does have merit (91-92, 261).</td>
</tr>
<tr>
<td>Two works cited</td>
<td>(Salzman 38; Sellers 198)</td>
</tr>
<tr>
<td>References to volumes and pages</td>
<td>(Crowell 4: 19-22)</td>
</tr>
<tr>
<td>Corporate authors</td>
<td>(Chrysler Group, 2009 Annual Report 36-39)</td>
</tr>
<tr>
<td>Work with no author</td>
<td>(Time 22)</td>
</tr>
</tbody>
</table>

**Book with One Author**

Author’s last name, First name and Middle initial [if available]. *Italicize Title*. Publication Location: Publishing Company, Year. Print.

*Example (5.5.2):*  

**Book with Two Or Three Authors**

First author’s last name, First name and Middle initial [if available], Second author's First name and Last name, and Third author's First name and Last name. *Italicize Title*. Publication Location: Publishing Company, Year. Print.

*Example (5.5.4):*  

**Book with More Than Three Authors**

First author’s last name, First name and Middle initial [if available], et al. *Italicize Title*. Publication Location: Publishing Company, Year. Print.

*Example (5.5.4):*  
Book with Editor’s & No Author
Editor’s last name, First name and Middle initial [if available], ed. *Italicize Title*. Publication Location: Publishing Company, Year. Print.

*Example (5.3.5 & 5.5.4)*:


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Book with Author & Editor
Author’s last name, First name and Middle initial [if available], “Title of Work in Quotations.” *Italicize Book Title*. Ed. Editor’s First name Middle initial [if available] and Last name. Publication Location: Publishing Company, Year. Pages. Print.

*Example (5.5.6)*:


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Book with Two Editor
Editor’s last name, First name and Middle initial [if available], Editor's First name Last name, eds [editors]. *Title of Book*. Publication Location: Publishing Company, Year. Print.

*Example (5.5.14)*:


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Anthology (Essay, short story, poem, or other work that appears within a collection of literary pieces)
Author's last name, First name and Middle initial [if available]. "Title or Description of the Essay/Short Story/Poem." *Italicize Title of Book*. Editor or Compiler (write Trans., Ed., or Comp.). Ed. or Comp. First name Last name. Publication Location: Publishing Company, Year. Print.

*Example (5.5.6)*:

Reference Books
If the article or entry is signed, place the author's name first; if it is unsigned, give the title first. For well-known reference works, it is not necessary to include full publication information. Include only the title of the reference source, edition, and date of publication.

Encyclopedia

*Example (5.5.7):*


Dictionary – signed
Author's last name, First name and Middle initial. "Title of Article or Entry." Title of Reference Work. Editor's First name and Last name. Edition. Number of volumes in set. Publication Location: Publishing Company, Year. Format.

*Example (5.5.7):*


Article from a newspaper
Author's last name, First name and Middle initial. "Title of Article." *Italicize Title of Newspaper* Day Month Year of publication, edition: page number(s). Format.

*Example (5.4.5):*


Article from a popular magazine
Author's last name, First name and Middle initial. "Title of Article." *Italicize Title of Magazine* Day Month Year of publication: page numbers. Format.

*Example (5.4.6):*

**Article from a scholarly journal with continuous pagination**

Author's last name, First name and Middle initial. "Title of Article." *Italicized Title of Journal*

volume.issue [if available] (year): page number(s). Format.

*Example (5.4.2):*


**Article from an online full-text database**

Author's last name, First name and Middle initial. "Title of Article." *Italicize Title of Journal.* Volume number. Issue [when issue n. is available] (year): page range. *Italicize Name of Database.*

Format. Day Month Year [when accessed].

*Example (5.6.4):*


**Webpage**

Name of Author, Compiler, Director, Editor etc. of the work. “Title of the work.” *URL title.* Publisher or sponsor of the site (if not available use N.p.), Date of publication (day, month, and year, as available: if nothing is available, use n.d.). Format. Date of access (day, month and year).

*Example (5.6.2):*

Online Book
Author’s Last Name, First Name Middle Initial. *Italicize Title of Work*. Edition [If Applicable].
Publication of Publication: Publisher, Year. *Online Library or Retrieved Source*. Web. Date of access.

*Example (5.6.2):*
Author’s Last Name, First Name Middle Initial. *Italicize Title of Work*. Edition. Place of Publication: Publisher, Year. *Name of Database*. Web. Date of access.

**Example (5.6.2):**