

REFERENCING, CITATIONS & BIBLIOGRAPHY

Accurately documenting sources is essential. It is necessary to acknowledge any source used to support your topic or thesis and cite where the source was located. There are several different documentation styles including MLA (Modern Language Association), APA (American Psychological Association) and Chicago. Use the system indicated by your course instructor. Be consistent with the documentation style used, and note the capitalization and punctuation.

Sample documentation of the two most common styles (consult appropriate reference manuals for complete list of sample citations):

| SOURCE | MLA | APA |
|-----------------------------------|--|--|
| General Information | <p>Author Name: Last Name, First Name Title: Capitalize first letter of major words and proper nouns. Date: Abbreviate months except for May, June & July</p> | <p>Author Name: Last Name, First initial(s) Title: Capitalize first letter of first word, proper nouns and first word after a colon. Date: Months are spelled in full.</p> |
| Books | <p>Last name, first name of author. <u>Title</u>. Place of publication: publisher, year of publication.</p> <p>Example: Bowen, Elizabeth. <u>The Heat of the Day</u>. New York: Alfred A. Knopf, Inc., 1948.</p> | <p>Last name, initial(s) of author. (Year of Publication). <i>Title</i>. Place of publication: publisher.</p> <p>Example: Bowen, E. (1948). <i>The heat of the day</i>. New York: Alfred A. Knopf, Inc.</p> |
| Journals & Periodicals | <p>Last name, first name of author. "Title of article." <u>Name of publication</u>. Date: page numbers.</p> <p>Monthly Magazine Example: Burrough, Brian. "Missing White Female." <i>Vanity Fair</i>. Jan. 2006: 126-130.</p> <p>Weekly Magazine Example: Rabkin, Rachel. "Myths and Facts About Colds." <u>OK!</u> 30 Jan. 2006: 70-71.</p> | <p>Last name, initial(s) of author. (Year, Month). Title of article. <i>Name of Publication</i>. Pp. page numbers.</p> <p>Monthly Magazine Example: Burrough, B. (2006, January). Missing White Female. <i>Vanity Fair</i>. pp. 126-130.</p> <p>Weekly Magazine Example: Rabkin, R. (2006, January 30). Myths and Facts About Colds. <i>OK!</i> pp. 70-71.</p> |
| Newspapers | <p>Last name, first name of author. "Title of article." <u>Name of publication</u>. Date: page numbers, including section designation. (If article appears on nonconsecutive pages, put a plus (+) beside first page number.)</p> <p>Example: Swift, Valerie. "How to Write a Better Essay." <u>The Oregonian</u>. 12 Nov. 2006: D4+.</p> | <p>Last name, first initial of author. (Date) Title of article. <i>Name of Publication</i>. page numbers.</p> <p>Example: Swift, V. (November 12, 2006) How to write a better essay. <i>The Oregonian</i>. p. D4.</p> |

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|---|---|---|
| Personal Interview | <p>Last name, First name. Type of communication. Date: day month year.</p> <p>Example: Barker, Clive. Personal Interview. 16 Feb. 2004.</p> | <p>Last name, First initial of author. (Date: year, month day). Type of communication.</p> <p>Example: Barker, C. (2004, February 16). Personal Interview..</p> |
| Artworks/ photographs | <p>Last name, first name of artist. Title of Artwork. Date the artwork was produced. Location of the Artwork, city the artwork is located.</p> <p>Example: Goya, Francisco. The Family of Charles IV. 1800. Museo del Prado, Madrid.</p> | <p>Artist (last name, first name), artist’s role (in parentheses i.e. Artist, Architect), date (in parentheses). Title (italicized), the work type, in brackets [Painting, Cathedral, Chair], country of origin or city, and state, and repository.</p> <p>Example: Goya, Francisco (Artist). (1800). <i>The Family of Charles IV</i>, [Painting]. Madrid; Museo del Prado.</p> |
| Websites | <p>Last name, first name of author, editor, compiler if known. “Title of document or portion of website if relevant.” Title of website. Date of website if known. Name of any institution/organization sponsoring site. Date of access. URL.</p> <p>Example: “Skin Cancer Affects Hispanics, Too.” The Daily Rx. 23 Jan. 2006. Time Inc. 23 Jan. 2006. http://time.blogs.com/daily_rx/2006/01/whos_at_risk_fo.html</p> | <p>Last name, first name of author, editor, compiler if known. Title of document or portion of website if relevant. (Date of website if known). Title of website. Retrieval statement including date of access and URL.</p> <p>Example: Skin Cancer Affects Hispanics, Too. (January 23, 2006). <i>The Daily Rx</i>. Retrieved January 23, 2006 from the World Wide Web: http://time.blogs.com/daily_rx/2006/01/whos_at_risk_fo.html</p> |
| Artworks/ photographs from a website | <p>Last name, first name of artist. Title of Artwork. Date the artwork was produced. Location of the Artwork, city the artwork is located. Date of access. URL.</p> <p>Example: Goya, Francisco. The Family of Charles IV. 1800. Museo del Prado, Madrid. 22 May 2006. http://museoprado.mcu.es/i64a.html.</p> | <p>Artist (last name, first name), artist’s role (in parentheses i.e. Artist, Architect), date (in parentheses). Title (italicized), the work type, in brackets [Painting, Cathedral, Chair], country of origin or city, and state, and repository. Date of access. URL.</p> <p>Example: Goya, Francisco (Artist). (1800). <i>The Family of Charles IV</i>, [Painting]. Madrid; Museo del Prado. 22 May 2006. http://museoprado.mcu.es/i64a.html.</p> |

Use endnotes, footnotes or parenthetical notes when citing sources within the essay or term paper. Create a bibliography or a list of works cited at the end of the essay or term paper.

Footnotes (Source material found at bottom of page) & Endnotes (Source material found at end of paper)

Used to provide basic information about the source within the paper.

Important considerations:

- a) Cite reference material with a superscript number.
- b) Place the number at the end of the sentence unless there is more than one source in a sentence.
- c) Numbers should follow material quoted if citing more than one sentence.
- d) Number notes consecutively...

Example: He believes it is important to take a proactive approach to contacting sources that can make a difference or contribute to your knowledge.¹

First reference:

¹Neil Sawyers, *Ten Steps to Help You Write Better Essays & Term Papers* (Edmonton, Canada: The NS Group, 2000), 66.

After source has already been referenced once:

¹Sawyers 66.

Parenthetical Notes

Sourced material credited in parenthesis within the paper. Enclose basic information about the source with parentheses.

Example: He believes it is important to take a proactive approach to contacting sources that can make a difference or contribute to your knowledge. (Sawyers 66)

Bibliography

Create a bibliography on a separate page. List sources alphabetically by author's (or editor's) last name. (Refer to documentation chart for correct citation formats.) All sources should be identified completely. Use a hanging indent: indent all lines five spaces except the first line of each entry. Single-space each entry. Double-space between entries.

Example: Sawyers, Neil. Ten Steps to Help You Write Better Essays & Term Papers. Edmonton: The NS Group, 2000.