Basic Form
Insert the name of the author(s) and the year of publication in parentheses following the quote or idea. If you are using a direct quote, a page number might be needed.
Example: “the transmogrifying of mayoral power” (Bailey 1987, 85).

Citing an Entire Article or Book
Omit the page number if you are referring to the entire article or book.
Example: In the presidential election of 2004 the Electoral College results varied little from those of 2000 (Azima 2005).

Author’s Name in Sentence
If you use the author’s name in the sentence, place only the date in parentheses.

Two or Three Authors
Include all of their names in each citation.
Example: (Kelly, Colter, and Lane 1980)

Four or More Authors
Use only the first author’s name and “et al.” in all citations, including the first.
Example: (Angel et al. 1986)

Multiple Works with Different Authors and Years
Arrange the citations in alphabetical order by first author, rather than in chronological order, and separate the items with semicolons.
Example: (Confucius 1951; Gurdjeff 1950; Wannisaburo 1926)

Multiple Works by Same Author in Same Year
Assign a lowercase letter to the year of publication (in alphabetical order by title) and use the same letters in the reference list.
Example: (Frankly 1957a, 1957b)

Secondary Sources
If you need to cite an idea or quotation not from its original source but from a secondary source (someone else’s reporting of the original idea or quotation), cite the original author’s name and publication year, with the page number for the original source. Your secondary source will be acknowledged in your reference list.
For example, if you quote Zukofsky’s idea, which you found in Bonnie Costello’s book, you will do the citation as follows: (Zukofsky 1931, 269).

Your reference page entry for the above will look like this:

**Government Document**
For a government document, use the standard author-date format, but if the name of the government agency that authored a document is long, you may use a short form or acronym in subsequent references:
Example: (U.S. International Trade Commission 1978, 12; hereafter USITC)

**A Court Case**
Give the name of the case and the year. Note that the name of the case, except for the “v.,” is in italics or underlined.

**A Statute**
Give the name of the statute and the year.
Example: (Budget and Improvement Act 1987)