Citations in Text:
Basic form for citations in the text include the last name of the author(s) and year of publication. Include page number when you quote directly from the work or refer to specific passages.

- If author’s name is in the text, follow it with the publication year in parentheses: When Chu (1977) studied...
- If the page number is to be included, it follows the year of publication after a colon: As Chavez (1966:16) suggests...
- If the author’s name is not in the text, enclose the last name and year in parentheses: When the study was completed... (Jones 1994)
- For three authors, give all last names in the first citation in the text; afterwards use the first name and et al.; for more than three names, use the first author’s last name plus et al.: (Smith, Garcia and Lee 1954) (Snow et al. 1989)
- Quotations in the text must begin and end with quotation marks; the citation follows the end quote mark and precedes the period. Ex: "In 1999, however, the data were reported by more specific job types which showed that technologically oriented jobs paid better" (Hildenbrand 1999:47).

Examples of References:

Books: Last name, First Middle Initial. Year of publication. Title. Place of Publication: Publisher.

-One Author

-Two Authors

-Chapter in Book

-No Author
[List books with no author alphabetically by the first significant word in the title.]

Journal Articles in Print: Last name, First Middle Initial. Year of publication. “Title of Article.” Journal Name volume number: page(s).

[Use the issue number following the volume number in parenthesis or exact date for journal article prior to the volume number for journals that do not number pages consecutively within a volume.]

-One Author
-Two or More Authors

**Newspaper & Magazine Articles in Print:** Last name, First Name Middle Initial. Year of publication. “Title of Article.” *Newspaper/Magazine Name*. Date of publication, page number of article.

-**Magazine**

-**Newspaper**

**Articles Retrieved in Electronic Format**

-**From Commercial Databases**

-**Web Version of Newspapers**

-**Web Base Journals**

-**Information Posted on a Web Site**

**Other**

-**Government Documents:** Since the nature of public documents is so varied, the form of entry for documents cannot be standardized. The essential rule is to provide information so that the reader can locate the reference easily. For example, see the following:

-**Dissertations & Theses**