



In-Text Citations

- When using a quote or paraphrasing, place a parenthetical citation with the **last name** of the author, the **year** that the quoted source was created, and the **page number** that the quote was found on. For example:
“Organizations function more effectively when employees are willing to be good citizens and help each other in the workplace” (Deery, Iverson, Buttigieg, & Zatzick, 2014, p. 211).
- When the sentence already includes the last name of the author, place the year that the source was created in parenthesis after the author’s name. For example:
Deery, Iverson, Buttigieg, & Zatzick (2014) conclude that “organizations function more effectively when employees are willing to be good citizens and help each other in the workplace” (p. 211).

References/Bibliography

- References should appear on a new page at the end of the paper.
- List references alphabetically by the author’s last name.
- The first line of each reference should not be indented, but following lines must be indented ½ inch.
- Only capitalize the first word in each book or article title. Capitalize every word in the title of a journal.
- Use italics for the titles of books and journals.
- Maintain double-spaced formatting throughout the references list.
- If the source has more than one author, list authors in the order they appear on the source material. Use a comma between each author, and an “&” sign before the final one.
 - For example: Author, A. A., Author, B. B., & Author, C. C.

Citing Sources: Templates and Examples

Book

Template

Author’s last name, First initial. Middle initial. (Year of publication). *Title*. Publication city, state/country: Publisher.

Example

Dotter, E. (1998). *The quiet sickness: A photographic chronicle of hazardous work in America*. Fairfax, VA: American Industrial Hygiene Association.

Journal Article with a DOI

Template

Author’s last name, First initial. Middle Initial. (Year of publication). Title of article. *Title of Journal or Periodical*,
volume number(issue number), pages. doi:0000000/000000000000 or <http://dx.doi.org/10.0000/0000>

Example

Wills, J. (2009). Subcontracted employment and its challenge to labor. *Labor Studies Journal*, 34(4), 441-460. doi:
10.1177/0160449X08324740

Journal Article without a DOI or from Online Periodical

Template

Author's last name, First initial. Middle Initial. (Year of publication). Title of article. *Title of Journal or Periodical*,
volume number(issue number), pages. Retrieved from <http://www.journalhomepage.com/full/url/>

Example

Ghak Zribi, T. EL., Temmi, H., & Zrelli, N. (2014). Can labor market flexibility affect unemployment? A panel data analysis. *Journal of Human Resources Management and Labor Studies*, 2(1), 17-40. Retrieved from <http://www.aripd.org/jhrmls>.

Newspaper Articles/Other Periodicals - Online

Template

Author's last name, First initial. Middle initial. (Year of publication). Title of article. *Title of Newspaper or Periodical*. Retrieved from [link of article](#).

Example

Kerry, H. (2014, March 13). For some, age is no obstacle for entrepreneurship. *New York Times*, Retrieved from <http://www.nytimes.com/2014/03/13/business/retirementspecial/for-some-age-is-no-obstacle-to-entrepreneurship.html>.

Article on Website

Template

Author's last name, First initial. Last initial. *Name of article on webpage*. Retrieved Month Day, Year, from [link of article](#).

Example

AFL-CIO. *About the AFL-CIO*. Retrieved March 14, 2014, from <http://www.aflcio.org/About>.

Note: If the article does not have an author, substitute with the name of the group or institution that created the website, as in the example above.

Motion Picture or Video Tape

Template

Producer's last name, First initial. Last initial. (Producer), & Director's last name, First initial. Last initial.

(Director). (Year of publication). *Name of motion picture or video tape* [Motion picture]. Publication country or state: Publisher/Distributor

Example

Jarrico, P. (Producer), & Biberman, H. J. (Director). (1954). *Salt of the Earth* [Motion picture]. United States: Independent Productions.