



Notes and Bibliographies

- Notes and bibliographies should be single-spaced. Leave an extra line space between note and bibliographic entries.
- Label the first page of your back matter, and your comprehensive list of sources, “Bibliography” (for Notes and Bibliography style) or “References” (for Author Date style).
- Leave two blank lines between “Bibliography” or “References” and your first entry.
- Leave one blank line between remaining entries.
- List entries in letter-by-letter alphabetical order according to the first word in each entry.
- Use “and,” not an ampersand, “&,” for multi-author entries.
 - For two to three authors, write out all names.
 - For four to ten authors, write out all names in the bibliography but only the first author’s name plus “et al.” in notes and parenthetical citations.
 - Do not use access dates unless publication dates are unavailable.
 - Provide DOIs instead of URLs whenever possible.

Footnotes

- Note numbers should begin with “1” and follow consecutively throughout a given paper.
- In the text, note numbers are superscripted.
 - Note numbers should be placed at the end of the clause or sentence to which they refer and should be placed after any and all punctuation.
 - In the notes themselves, note numbers are full-sized, not raised, and followed by a period (superscripting note numbers in the notes themselves is also acceptable).
 - The first line of a footnote is indented .5” from the left margin.
 - Subsequent lines within a footnote should be formatted flush left.
 - Leave an extra line space between footnotes.

Templates and Examples

Book (Note)

Template

1. Firstname Lastname and Firstname Lastname, *Title of Book* (Place of publication: Publisher, Year of publication), page number.

Example

1. Naushenn Nizami and Narayan Prasad, *Decent Work: Insights from India’s IT Industry* (New Delhi: Sage, 2013), 124.

Book (Bibliography)

Template

Lastname, Firstname, and Firstname Lastname. *Title of Book*. Place of publication: Publisher, Year of publication.

Example

Nizami, Naushenn, and Narayan Prasad. *Decent Work: Insights from India’s IT Industry*. New Delhi: Sage, 2013.

Journal Article (Note)

Template

Firstname Lastname, "Title of Article," *Title of Journal or Periodical* volume number, no. issue number (Year of publication): page number, accessed date, website address.

Example

1. Rachel E. Dwyer, "The Care Economy? Gender, Economic Restructuring, and Job Polarization in the U.S. Labor Market," *American Sociological Review* 78, no. 3 (2013): 402, accessed October 31, 2014, <https://login.proxy.libraries.rutgers.edu/login?url=http://search.ebscohost.com/login.aspx?direct=true&db=aph&AN=87909223&site=ehost-live>

**If doi is known, insert after page number. For example, page number, doi: 10.1177/0003122413487197

Journal Article (Bibliography)

Template

Lastname, Firstname middle initial. "Title of article." *Title of Journal or Periodical* volume number, no. issue number (Year of publication): page range of article. Accessed date. Website address.

Example

Dwyer, Rachel E. "The Care Economy? Gender, Economic Restructuring, and Job Polarization in the U.S. Labor Market." *American Sociological Review* 78, no. 3 (2013): 390-416. Accessed October 31, 2014. <https://login.proxy.libraries.rutgers.edu/login?url=http://search.ebscohost.com/login.aspx?direct=true&db=aph&AN=87909223&site=ehost-live>

**If doi is known, insert after page range. For example, page range, doi: 10.1177/0003122413487197

Web sources (Note)

Template

1. Firstname Lastname, "Title of Web Page," *Publishing Organization or Name of Website in Italics*, publication date and/or access date if available, URL.

Example

Hiska Reyes, "Results-Based Initiatives-An Innovative Approach to Women and Markets," *The World Bank: Gender and Development*, last modified April 2011, <http://web.worldbank.org/WBSITE/EXTERNAL/TOPICS/EXTGENDER/0..contentMDK:22924416~menuPK:7947168~pagePK:210058~piPK:210062~theSitePK:336868,00.html>

Web sources (Bibliography)

Template

Lastname, Firstname. "Title of Web Page." *Publishing Organization or Name of Website in Italics*. Publication date and/or access date if available. URL.

Example

Reyes, Hiska. "Results-Based Initiatives-An Innovative Approach to Women and Markets." *The World Bank: Gender and Development*. Last modified April 2011, <http://web.worldbank.org/WBSITE/EXTERNAL/TOPICS/EXTGENDER/0..contentMDK:22924416~menuPK:7947168~pagePK:210058~piPK:210062~theSitePK:336868,00.html>