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Citation
Reference
Source citations appear in a Works Cited list at the end of your paper. A source citation gives your reader all the information she or he needs to find the information.

**BOOKS**

**Book by a single author**

Author’s last name, Author’s first name. *Book Title*. City of publication: Publisher’s name, year of publication. Medium of publication.


**Two or more books by the same author**

Two or more books by the same author are listed together. The author’s name appears in the first entry only. Three hyphens followed by a period take the place of the author’s name for his or her other books. List books alphabetically by title.

Author’s last name, Author’s first name. *Book Title*. City of publication: Publisher’s name, year of publication. Medium of publication.

---. *Title of book*. City of publication: Publisher’s name, year of publication. Medium of publication.


**Book by two or more authors**

The names of the authors appear in the order in which they appear on the book’s title page. Only the first author’s name is reversed.

First author’s last name, First author’s first name, and Second author’s first name and Last name. *Book Title*. City of publication: Publisher’s name, year of publication. Medium of publication.


**Book with no author**

*Title*. City of publication: Publisher’s name, year of publication. Medium of publication.


**A book with an editor**

The author and book title come first, then the abbreviation *Ed.* and the editor’s name.

Author’s last name, Author’s first name. *Book Title*. Ed. Editor’s name. City of publication: Publisher’s name, year of publication. Medium of publication.

**Book in a series**  
Author’s last name, Author’s first name. *Book Title*. City of publication:  
Publisher’s name, year of publication. Medium of publication. Series name and  
number.

Note: If there is more than one author, the names of the authors appear in the order  
in which they appear on the book’s title page. Only the first author’s name is  
reversed.

Cass Series: Military History and Policy 16.

**Article in a reference book (encyclopedia or dictionary)**  
It isn’t necessary to include the name of the editor of the reference book. If the  
article is signed, give the author’s name first. If not, give the title first.

“Article Title.” *Reference Book Title*. Edition number. year published. Medium of  
publication.


**Book with an association as author**  
(An association, committee, or commission, such as the American Medical  
Association, can author a book.)

When citing an association name, leave out any initial article such as A, An, or The.  
If there is an editor, put the editor’s name after the book title.

Association name. *Book title*. Ed. Editor’s first and last name. City of publication:  
Publisher’s name, year of publication. Medium of publication.

American Medical Association. *The American Medical Association Family Health  

**Work in an anthology**  
Add the following to the basic book entry:

- author, title and, if relevant, translator of the part of the book being cited  
  (Trans.)

- name of editor or translator of the book being cited

- page numbers of the cited piece

If you are citing an essay, short story, or poem, the title of the piece is set in  
quotation marks; if it was a work published independently, such as a novel or play,  
the title appears in italics.

Author’s last name, Author’s first name. “Title of Piece.” Trans. Translator’s first  
and last name. *Title of Anthology*. Ed. Editor’s first and last name. City of  
publication: Publisher’s name, year of publication. Page numbers of cited piece. Medium of publication.


**Translation**  
If a translation has an editor as well as a translator, the editor is cited after the  
translator.
Author’s last name, Author’s first name. *Title.* Trans. Translator’s first and last name. Ed. Editor’s first and last name. City of publication: Publisher’s name, year of publication. Medium of publication.


**Multivolume work**

If you use two or more volumes of a multivolume work, cite the total number of volumes (for example: 3 vols.). Use parenthetical source citations for specific references to the volume and page numbers of your source.

If there is an author and an editor, the author’s name is cited first and the editor’s name comes after the title. If there is only an editor, cite that name first.

Author’s last name, Author’s first name. *Title.* Number of vols. City of publication: Publisher’s name, year of publication. Medium of publication.


**Preface, Introduction, Foreword, or an Afterword**

Begin with the author of the part being cited (Preface, Introduction, Foreword, or Afterword) followed by the part being cited. If the writer of the piece is different from the author of the complete work, cite the author of the work after the title, giving the full name preceded by the word *By*. If the writer of the piece is also the author of the complete work, use only the last name after *By*.

Author’s last name, Author’s first name. Name of part being cited (such as Foreword). *Title.* By Author’s first name and last name. City of publication: Publisher’s name, year of publication. Page numbers of cited piece. Medium of publication.


**PERIODICALS**

**Newspaper article**

Author’s last name, Author’s first name. “Article Title.” *Newspaper Name* day Month year, edition: page number or numbers. Medium of publication.


**Magazine article**

Author’s last name, Author’s first name. “Article Title.” *Magazine Name* day Month year: page numbers. Medium of publication. (Note: Do not give volume or issue numbers even if they are listed.)


**Scholarly journal article with continuous pagination**
Inclusive page numbers are the page numbers of the complete article, not just the
pages you used. If the article isn’t printed on consecutive pages, write the first page
and a plus sign: for example, 8+.

Author’s last name, Author’s first name. “Title.” Journal Title volume number.
issue number (year of publication): inclusive page numbers. Medium of
publication.


Scholarly journal article that pages each issue separately
Some scholarly journals begin each volume with page 1.

Author’s last name, Author’s first name. “Title.” Journal Title volume
number.issue number (year of publication): inclusive page numbers. Medium of
publication.


Review
The abbreviation Rev. of appears before the title of the review.
If the review is for a performance, add information about the production, such as
theater company and where it was performed.

Reviewer’s last name, Reviewer’s first name. Rev. of Title, by Author’s first and
last name. Periodical name volume number or day Month year of periodical
publication: inclusive pages. Medium of publication.

Watts, Sarah Lyon. Rev. of Rough Rider in the White House: Theodore Roosevelt
and the Politics of Desire by Serge Ricard. Journal of Military History 69.2

Editorial
If the editorial is signed, begin with the author; if not, start with the title. The word
Editorial appears after the title.

Editorial from Periodical
Author’s last name, Author’s first name. “Title.” Editorial. Periodical name day
Month year of periodical publication or volume number.issue number:
inclusive pages. Medium of publication.

Thistlewood, David. “The Case for Fine Art as a Protected Subject in Higher
Print.

Editorial from Newspaper
Author’s last name, Author’s first name. “Title.” Editorial. Periodical name day
Month year of publication, edition: page number or numbers. Medium of
publication.

“How Not to Adapt to the Internet.” Editorial. Los Angeles Times 11 Dec. 2007,

Letter to the editor

Original content Copyright © by Holt, Rinehart and Winston. Additions and changes to the original content are the responsibility of the instructor.
Add the word *Letter* after the author’s name.

From a periodical:
Author’s last name, Author’s first name. Letter. *Periodical Name* day Month year of periodical publication: inclusive pages. Medium of publication.


From a scholarly journal with continuous pagination:
Author’s last name, Author’s first name. Letter. *Journal Title* volume number (year of publication): inclusive page numbers. Medium of publication.


**Government publication**
From the Congressional Record:
*Cong. Rec.* day month year: page numbers. Medium of publication.


Other government documents:
Author, if known; otherwise: Name of government. Name of agency. *Title*. City of publication: Publisher’s name, year of publication. Medium of publication.


**OTHER SOURCES**
**TV or radio program**
“Episode Title.” *Program Title*. Title of the Series. (Note: If there are several remakes of a program, the names of performers, writers, directors, or producers can be included between the title and distributor to distinguish the versions from each other.) Network Name. Call letters, City of the local station. Broadcast day Month year. Medium of reception.


**Digital video disc (DVD) recording**
*Film Title*. Dir. first and last name. (Note: If there are several remakes of a program, the names of performers, writers, or producers can be included between the title and distributor to distinguish the versions from each other.) Distributor, year released. Medium of reception.

*To the Moon*. Dir. Kirk Wolfinger. NOVA Production by Lone Wolf Pictures. WGBH Education Foundation, 2000. DVD.

**Videocassette (VHS) recording**
*Film Title*. Dir. first and last name. (Note: If there are several remakes of a program, the names of performers, writers, or producers can be included between the title and distributor to distinguish the versions from each other.) VHS. Distributor, year released. Medium of reception.

Work of art (painting, sculpture, or photograph)
Artist’s last name, Artist’s first name. Title of Artwork. Date of composition. Medium of composition. Name of museum or private collection that owns the artwork, City where museum or private collection is located.


Sound recording
Last name, First name of composer, conductor, performer, or group of performers. Title. Manufacturer, year of issue. Medium of reception or file format, if applicable.


Film or film clip
Film title. Dir. first and last name. Distributor, year of release. Medium of reception. (Note: Names of performers, writers, and producers can be included between the title and distributor if there are several versions of a movie.)

Merry Melodies: Falling Hare. Dir. Robert Clampett. Warner Bros and Vitaphone Corporation, 1943. Film.

Interview done by the researcher
Last name, First name of person interviewed. Personal, Telephone, E-mail interview. day Month year of interview.

Springsteen, Bruce. Personal interview. 3 Dec. 2007.

Interview broadcast on TV or radio
Last name, First name of person interviewed. Name of interviewer. Title of Show. Name of the network. Call letters of local station, City of local station. day Month year of interview. Medium of publication.


Interview published or recorded
Last name, First name of person interviewed. Interview with Name of interviewer. “Title of Interview.” Title of Publication. day Month year of interview. pages if necessary. Medium of publication.


Performance
The title of the piece usually begins an entry for a performance. It’s followed by important information such as director, performers etc. each separated by a period. It ends with the site of the performance, usually the theater and city, and the date of the performance.

Title. Dir. first and last name. Performer(s). Theater, City. day Month year. Performance.

Cartoon or Comic strip
Artist’s last name, Artist’s first name. “Title.” (Cartoon or Comic strip.) Periodical name day Month year of periodical publication: page(s). Medium of publication.

Advertisement
State the name of the product, company, or institution that is the subject of the advertisement, followed by the label Advertisement and the publication information. Publication information is based on where the advertisement appears. In this case, it’s a periodical, but it could be a TV ad.

Letters
There are three general categories for letters:
• Published letters
• Unpublished letters in archives
• Personal letters received by the researcher

Published letter
The title names the recipient and begins with the word To.
Author’s last name, Author’s first name. “To Title.” day Month year of letter. Book Title. Ed. first and last name. City of publication: Publisher’s name, year of publication. Page numbers of cited piece. Medium of publication.

Unpublished letter in archive
Instead of title, indicate who received the letter, starting with Letter to. Do not place in quotes. Instead of publication information, add TS for a letter written on a typewriter or computer and MS for a letter written by hand.
Author’s last name, Author’s first name. Letter to _____. Date month year of letter. Short description of letters. Name of library, college or research institution where letters are stored, and the location. Form of letter.

Personal letter received by the researcher
Last name of recipient, first name of recipient. Short description. day Month year letter received.

Whitacre, Andrew. Letter to the author. 26 Nov. 2006. TS.

Work in a CD-ROM, diskette or magnetic tape
Author’s last name, Author’s first name (if known). Title. Medium. Editors if known. City of publication: Publisher’s name, year of publication. Medium of publication.


ONLINE SOURCES
Citing online sources has the same goal as citing print sources: to give the reader enough information to find the source.

Document within a Web site
Author’s last name, Author’s first name (if known). “Document Title.” Title of Web site. Name of Sponsoring Institution. Date of publication (or last update). Medium of publication (Web). day Month year of access.


Personal Web page
Last name, First name of person who created site. Title of the Web site or the words Home page. day Month year of last update (if given). Medium of publication (Web). day Month year you accessed the site.


Online newspaper or newswire article
Author’s last name, Author’s first name. “Article Title.” Newspaper or Newswire Name day Month year of publication. Medium of publication (Web). day Month year you accessed the site


Online magazine article
Author’s last name, Author’s first name. “Article Title.” Periodical Name day Month year of publication. Medium of publication (Web). day Month year you accessed the site.

**E-mail communication**
Writer’s last name, Writer’s first name. “Title of message, if any, taken from subject line.” Message to First name Last name of recipient. day Month year of message. Medium of delivery.


**Podcast**
“Title or description of podcast.” Date of podcast. “Title of Podcast Show.” *Title of Larger Site* (if it applies) date Month year of download.


**Wikipedia entry**
“Entry title.” *Wikipedia*. Date of publication or last update. If no date is available, use *n.d.* Medium of publication (Web). day Month year information accessed.