

General Guidelines:

- ✓ Type the word References, centered, at the top of the first reference list page.
- ✓ Alphabetize entries by author's last name.
- ✓ Put a period after each section of a citation (see examples); put one space after punctuation separating parts of the reference citation.
- ✓ Start the first line of each reference at the left margin; indent subsequent lines of each entry five to seven spaces.
- ✓ Capitalize the first word of the title and of any subtitle of an article, chapter or book; second and succeeding words are not capitalized unless they are proper nouns.
- ✓ All major words of journal titles should be capitalized.
- ✓ The title of a book or periodical should be in italics.
- ✓ Double-space the reference list, within each citation and between references.

(NOTE: To save space on this handout, only examples enclosed in boxes are double spaced.)

① ② ③ ④

Rosenthal, N. (1996). Molecular medicine: Tools of the trade -- recombinant DNA. *New England Journal of Medicine*, ⑤ ⑥
28, 315-317.

KEY:

① author ② year, month day ③ article title ④ journal title ⑤ volume ⑥ pagination or indicator of length

Note: For magazine articles (element 2), include complete date, as in newspaper example below. For journal articles, give year only.

Sample Newspaper Article

① ② ③ ④ ⑤
Goldberg, C. (1999, October 28). Egg auction on Internet is drawing high scrutiny. *New York Times*, p. A26.

KEY:

① author ② year, month day ③ article title ④ newspaper title ⑤ section and page number

ONLINE SUBSCRIPTION DATABASES

Sample Journal Article

① ② ③ ④ ⑤ ⑥ ⑦
Wiens, A. G. (1998). Preoperative anxiety in women. *AORN Journal*, 68 (1), 74+. Retrieved September 8, 2001 from
⑧
Health Reference Center Academic database.

KEY:

① author ② year ③ article title ④ journal title ⑤ volume(issue) ⑥ pagination or indicator of length ⑦ access date
⑧ supplier/database name.

magazine [online subscription database]

Creedon, J. (2001, July/August). The century of the gene. *Utne Reader*, 100. Retrieved December 19, 2001 from ProQuest database.

[Note: Unlike for journal articles, in magazine citation include month, or month and day, as given.]

newspaper [online subscription database]

Weiss, R. (1996, March 8). Identical sheep take cloning a step further. *Houston Chronicle*, p. A10. Retrieved March 26, 1999 from ProQuest database.

TV/radio program [online subscription database]

Bay, W. (Host). (1997, November 2). Ethics of fertility drugs [Television transcript]. *ABC Good Morning America Sunday*. Retrieved January 11, 2000 from Electric Library database.

book [online subscription database]

Murray, T. H. (1996). *The worth of a child*. Berkeley: University of California Press. Retrieved January 12, 2000 from netLibrary database.

WORLD WIDE WEB SITES

Sample Professional Site

① ② ③ ④ ⑤
Norem, M. (2001, July 16). Evaluating Web sites - quick guide. Retrieved November 9, 2001 from North Harris College
⑥
Library Web site: <http://nhclibrary.nhmccd.edu/research/steps/evalwebsites.html>

KEY:

① author ② date ③ document title ④ access date ⑤ Web site name ⑥ electronic address

magazine (World Wide Web)

Samuel, T. (2001, November 12). In Congress: The flight over safe flights. *U.S. News*. Retrieved November 9, 2001 from:
<http://www.usnews.com/usnews/issue/011112/usnews/12altered.b.htm>

U.S. document (World Wide Web)

Drug Enforcement Administration Intelligence Division. (2001, September). *Club drugs: An update*. Retrieved November 9, 2001 from U.S. Drug Enforcement Administration Web site: <http://www.usdoj.gov/dea/pubs/intel/01026/index.html>