

A. IN-TEXT CITATIONS

A basic citation includes the author's name and the year of publication, separated by a comma. These formats apply to both electronic and print sources.

ONE AUTHOR

... was tested (Smith, 2010).

... was tested (Statistics Canada, 2008).

TWO AUTHORS

... (Elias & Williams, 1996). BUT Elias and Williams (1996) tested ...

Note the use of the ampersand (&) in the parenthetical citation, but not in the sentence.

THREE TO FIVE AUTHORS

For the first citation:

... (Franklyn, Rosen, Lock, Smith, & Chen, 1996).

For another citation in the same paragraph:

... (Franklyn et al.).

For another citation in a different paragraph:

... (Franklyn et al., 1996). *OR*

Franklyn et al. (1996) found...

EXCEPTION: If the first authors of two different sources have the same last name, cite as many names as you need to distinguish between the two texts.

For example, Franklyn, Rosen, Lock, Smith, and Chen, 1996, is abbreviated to Franklyn, Rosen, Lock, et al., 1996; Franklyn, Rosen, Connor, Murray, and Ehrenfield, 1996, is abbreviated to Franklyn, Rosen, Connor, et al., 1996.

SIX OR MORE AUTHORS

... (Lui et al., 1995).

GROUPS AS AUTHORS

For the first citation:

National Institute of Mental Health (NIMH, 2003)...

OR

...(National Institute of Mental Health [NIMH], 2003).

For the subsequent citations:

NIHM (2003)...

OR

... (NIMH, 2003).

NO AUTHOR

Cite the first few words of the reference list entry (usually the title of the article or book) and the year. Italicize titles of books, brochures, periodicals, and reports. Put quotation marks around titles of articles, chapters, webpages, etc. When there is no title, cite the first few words of the text itself.

... (*Studies of Alcohol*, 1999).

MULTIPLE SOURCES, SAME AUTHOR

Order them chronologically, earliest to latest.

... (Jones, 1965, 1973, 1988).

NOTE: Use 'a' and 'b' to distinguish two works by the same author in the same year. (These are also distinguished by 'a' and 'b' in the reference list, where they should be ordered alphabetically by title.)

... (Jones, 1998a, 1998b).

MULTIPLE SOURCES, DIFFERENT AUTHORS

List them alphabetically, regardless of date, separated by a semi-colon.

... (Alberts et al., 2003; Jones, 1998a, 1998b; Klevezal & Thompson, 1980; Sergeant, 1973, 1975; Stanford, 2001).

DIFFERENT AUTHORS, SAME LAST NAME

Use initials to distinguish them, and place them in alphabetical order by first initial in parenthetical references.

... (N. B. Smith, 2000; T. R. Smith, 1993).

OR

N. B. Smith (2000) and T. R. Smith (1993)

NO DATE

... (Smith, n.d.).

A SPECIFIC PART OF A SOURCE

Add a comma and the specific location after the year. If there are no page numbers, use a paragraph number or the closest heading.

... (Alberts, 2001, fi g. 6).

... (Zelickson & Robbins, 1986, p. 24).

If directly quoting online material give the author, year, and page number in parenthesis. If there is no pagination, use the paragraph number.

... (Brown & Jones, 2007, Conclusion section, para. 4).

B. REFERENCE LIST

The reference list comes at the end of your paper, on a separate page, entitled References. Put the list in alphabetical order by author, and use a hanging indent to format all entries (as shown).

This list shows you how to format various kinds of reference list entries. In the list, titles of books and periodicals should always

be in *italics*; articles should be in regular type without quotation marks. List authors by “Last name, First initials.”

ONE AUTHOR

Author, A. A. (Date). Title (Edition). Location: Publisher.

Rosenthal, R. (1987). *Meta-analytic procedures for social research* (Rev. ed.). Newbury Park, CA: Sage.

TWO OR MORE AUTHORS

List up to and including seven authors. If there are more than seven, include the first six, then an ellipsis, then the last author’s name:

DeMarcos, D. J., Alexander, T. G., Turner, W. G., Zebrinsky, R. T., Williams, A. G., Thomson, T. R., ... Higgins, J. B. (1998). *Memory function in patients with Alzheimer’s*. New York: Harbinger Press.

NEWSPAPER ARTICLE

Author(s), A. A. (Date). Title of article. Newspaper Title, page number.

Stevenson, J. T. (2003, December 17). Depression contributes to weight gain in adolescents. *The Toronto Star*, p. D17.

If there’s no author, start with the article title (your in-text citation should use the first words from the title).

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Some deletions have occurred to suit the needs
of students at Huron Heights Secondary
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