

Citation Cheat Sheet

Although citing properly can be very tricky, it is also extremely important. Below, you will find instructions on how to construct several of the most commonly utilized kinds of entries.

Remember that there are often variations on these entries. If you have trouble figuring out what information needs to be in a particular citation, please feel free to ask me for help!

1. Book

To cite a book, you need minimally this information: The author, year of publication, title, city of publication, and publisher. Unless the city is well-known (i.e. New York), identify the city's location by following it with the name of the state or country using abbreviations.

For example:

Twain, M. (2011). *The joy of English 102*. New York: Sayed Publications.

Twain, M. (2011). *The joy of English 102*. Sharjah, UAE: Sayed Publications.

What happens if there are additional authors? In this case, you should use an ampersand. If, for example, a book was written by Tom Cruise, Beyonce Knowles, and Mark Twain, the citation would look like this:

Cruise, T., Knowles, B., & Twain, M. (2011). *The joy of English 102*. Sharjah, UAE: Sayed Publications.

Another issue that you might encounter is a specific edition. If you need to include an edition number, your citation will look like this:

Twain, M. (2011). *The joy of English 102* (3rd ed.). Sharjah, UAE: Sayed Publications.

2. Anthology component – an anthology generally is made up of previously published works which have been collected by an editor or group of editors. *The New World Reader* is an example of an anthology.

To cite an article or other work out of an anthology, you need to include the author of the piece you are referencing, then the year of publication, followed by its title, the editor(s), the title of the anthology, the edition, the pages of the piece you are discussing, the city of publication, and finally the publisher. For example:

Rooney, A. (2008). Talking trash. In G.H. Muller (Ed.), *The new world reader: Thinking and writing about the global community* (2nd ed. pp. 452-454). Boston, MA: Houghton Mifflin Company.

3. Book with an Editor or Editors

You need the name of the editor(s), the year of publication, the title of the book, the city of publication, and the publisher. For example:

Muller, G.H. (Ed.). (2008). *The new world reader: Thinking and writing about the global Community* (2nd ed.). Boston, MA: Houghton Mifflin Company.

4. Article in a Newspaper

You need the name of the reporter (author of the article), date of publication, title of the article, name of the newspaper, and the section number in which the article appears. If the article referred to appears on discontinuous pages, all pages are listed, separated by commas. For example:

Reedy, J. (2003, May 30). Axle grease and guitar strings. *Clayton News Daily*, pp. B2, B8.

5. Online Newspaper Article

You need the name of the reporter, date of publication, title of the article, name of the newspaper, access date, followed by the URL for the newspaper's home page. Notice that there is **no punctuation** after the URL.

Reedy, J. (2009, May 30). Axle grease and guitar strings. *Clayton News Daily*. Retrieved August 16, 2010, from <http://www.claytondailynews.com>

6. Article in a Scholarly Journal

For this entry, you need quite a bit of information. Start with the author and the year of publication (in parentheses). Then, include the title of the article and the name of the journal (italicized), the volume number, the inclusive page numbers, and a period. For example:

Trumpener, K. (2000). Memories carved in granite: Great war memorials and everyday life. *PMLA*, 115, 1096-1103.

7. Article in an Online Journal

Trumpener, K. (2000). Memories carved in granite: Great war memorials and everyday life. *PMLA*, 115, 1096-1103. Retrieved August 16, 2009, from <http://www.pmla.org>

Strauss, M. (2005). Kindergarteners and Down syndrome [Electronic version]. *Down Syndrome*

Quarterly, 11. Retrieved March 15, 2009, from <http://www.downsyndrome.org>

Notice that in the first example the article originally appeared in print but was accessed online, whereas in the second example the article appears online and there is no print publication available.

8. Articles from an Online Database using the AUS Library Databases

This entry requires the author's name, year of publication, title of journal article, name of journal (italicized), volume and issue number (if available), inclusive pages (if available), and the DOI (digital object identifier). DOI is a permanent identifier that does not change from library to library, so the URL in the list of references is unnecessary. If the DOI number is **not** available, include the phrase "Retrieved from" followed by the URL of the journal's homepage.

Smith, A. (2006). How learning becomes fun. *Education Today*, 12(1), 44-71.

doi: 10.1037/1091-7527.25.4.468

Miller, S. (2009). Is bear hunting necessary? *Current Controversies: Rights of Animals*.

Retrieved from

<http://ic.galegroup.com.ezproxy.aus.edu/ic/ovic/?userGroupName=971sharjah&>

9. Film

Include the director, the year of release, film title, country, and the distributor. For example:

Capra, F. (Director). (1946). *It's a wonderful life*. [Motion Picture]. United States: RKO.

10. Personal Communication

A personal communication, whether via email or personal interview, is not included in the reference list since it is not available to other researchers. However, the e-mail or personal interview should be mentioned in the body of the paper in a parenthetical note. For example:

According to A. Poussaint's theory (personal communication, January 20, 2011)...

11. Document from a World Wide Web Site

Internet sources require minimally the author's name, year of electronic publication or last updated, title of the document (italicized), access date, name of Web site, followed by a colon, and the **complete** URL. For example:

Zeki, S. (2001). *Artistic creativity and the brain*. Retrieved August 16, 2010, from Science

Online Web site: <http://scienceonline.org/cgi/content/full/293/5527/51>

If the electronic publication date is not available, write (n.d.). Note that if you are citing an entire Web site and not a specific document on that site, you give the address of the Web site in the text only. An entry in the reference list is not required.

12. E-book

Electronic books are cited similar to printed books, except that the electronic retrieval statement takes the place of publication location.

Fisher, K. (2000). *Leading self directed work teams: A guide to developing new team leadership skills*. [Ebrary version]. Retrieved from <http://alberta.aus.edu:80/record=b1283261~so>

13. YouTube Video

Goyen, A. (2011, February 22). Downtown Marquette dog sled races [Video file]. Retrieved from <http://www.youtube.com/watch?v=gW3CNCGGgTY>

Notice a few things: In place of the “author” you write the person who uploaded the video. The date in the parenthesis is the day you viewed the video, the title of the video is **not** italicized, you need to provide the complete URL, and there is no punctuation mark at the end of the entry.

References

- Rooney, A. (2008). Talking trash. In G.H. Muller (Ed.), *The new world reader: Thinking and writing about the global community* (2nd ed. pp. 452-454). Boston, MA: Houghton Mifflin Company.
- Smith, A. (2006). How learning becomes fun. *Education Today*, 12(1), 44-71. Retrieved August 23, 2010, from Academic Search Premier database.
- Twain, M. (2011). *The joy of English 102*. New York: Sayed Publications.

This is an example of what your references page might look like. Notice a few things: (1) the title, "References," is centered and not bolded, italicized, etc.; (2) **all** of the entries that I have cited in my hypothetical paper have been entered here; (3) the references list is double-spaced throughout; (4) the entries are listed in alphabetical order; (5) the entries are not all in identical formats because each kind of source has its own variation of citation (hence the long list that precedes this page); (6) although each entry begins at the left margin, its following lines are each tabbed in once; (7) titles and subtitles of long works (i.e. books, anthologies, journals/periodicals) have been italicized; and (8) only the first word of titles, subtitles, and proper nouns have been capitalized. *A proper noun is a **specific** person, place, and/or thing. For more information on proper nouns, refer to pages 601, 751, and 842-3 in your class handbook.*



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