

Citations make it easy to locate your sources and give credibility to your claims.

Citations appear in two places: *within* the text and *after* the text.

In-text citations appear *within* the text. Below are in-text citation guidelines.

When paraphrasing an author's idea . . .

→ and the author's name is not mentioned in the sentence, the in-text citation consists of the author's last name and year of publication in parenthesis and appears at the end of the sentence.

TEMPLATE: ... (Last Name, Year).

EXAMPLE: Today's journalism needs to be tailored to the individual (D'Vorkin, 2012).

→ and the author's name *is* mentioned in the sentence, the in-text citation consists of the year of publication in parenthesis and appears after the author's name.

TEMPLATE: ... Last Name (Year)

EXAMPLE: In his article, D'Vorkin (2012) asserts that today's journalism needs to be tailored to the individual.

When using a direct quote . . .

→ and the author's name *is not* mentioned in the sentence, the in-text citation consists of the author's last name, year of publication, and page numbers in parenthesis. These all appear at the end of the sentence.

TEMPLATE: ... (Last Name, Year, p. #).

EXAMPLE: A recent article asserts "that journalism must be more about the individual" (D'Vorkin, 2012, p. 10).

→ and the author's name *is* mentioned in the sentence, the in-text citation consists of the year of publication in parenthesis appearing after the author's name and page numbers also in parenthesis but appearing at the end of the sentence.

TEMPLATE: ... Last Name (Year) ... (p. #).

EXAMPLE: D'Vorkin (2012) asserts "that journalism must be more about the individual" (p. 10).

→ a period *always* follows the parenthetical citation. Question marks and exclamation points stay inside the quote, and a period is still added after the parenthetical citation. The only exception is for block quotes.

→ 40 words or longer, the quote appears as a free-standing block of text without quotation marks. The block quote starts on a new line, justified ½" from the left margin, and double spaced. The parenthetical citation appears *after* the final punctuation of the quote. No punctuation follows the citation.

Follow this chart for references with other kinds of authorship.

	Reference with 2 Authors	Reference with 3-5 Authors	References with 6+ Authors	Author is an Organization	No Author
Author(s) not mentioned in sentence	... (Author ₁ & Author ₂ , Year). ... (Sargent & Sims, 2009).	... (Author ₁ , Author ₂ , Author ₃ , Author ₄ , & Author ₅ , Year). ... (Smith, Ricardo, Malthus, Marx, & Keynes, 2010).	... (Author ₁ et al., Year). ... (Mortensen, D. T. et al., 2011).	... (Group Name, Year). ... (Federal Trade Commission, 2011).	... ("First two key words of title," Year). ... ("High-tech fashion," 2012).
First time author(s) are mentioned in a sentence	Author ₁ and Author ₂ (Year) ... Sargent and Sims (2009) ...	Author ₁ , Author ₂ , Author ₃ , Author ₄ , & Author ₅ (Year) ... Smith, Ricardo, Malthus, Marx, & Keynes (2010) ...	Author ₁ et al. (Year) ... Mortensen, D. T. et al. (2011) ...	Group Name [Acronym] (Year) ... Federal Trade Commission [FTC] (2011) ...	"Full Title" (Year) ... "High-tech fashion: Burberry goes digital" (2012) ...
Subsequent times authors(s) are mentioned in a sentence	Author ₁ and Author ₂ (Year) ... Sargent and Sims (2009) ...	Author ₁ et al. (Year) ... Smith et al. (2010) ...	Author ₁ et al. (Year) ... Mortensen, D. T. et al. (2011) ...	Acronym (Year) ... FTC (2012) ...	"First two key words of title" (Year) ... "High-tech fashion" (2012) ...

Reference list entries are citations *after* the text. Reference list entries are arranged alphabetically and formatted with ½” hanging indent. Below are guidelines covering eight common reference sources.

Trade and Scholarly Journals

TEMPLATE: Last Name, First Initial. (Year). Title of article. *Title of Publication*, volume # (issue #, if any), page #.

Lachmann, M., Wöhrmann, A., & Wömpener, A. (2011). Acquisition and integration of fair value information on liabilities into investors' judgments. *Review of Accounting and Finance*, 10 (4), 385-410.

Newspaper Articles

TEMPLATE: Last Name, First Initial. (Year, Month Day). Title of article. *Title of Publication*, p. #. or Retrieved from URL
Use “p. #” for single-page articles and “pp. #” for multi-page articles.

IN PRINT → Glazer, E., Byron, E., Berman, D. K., & Lublin, J. S. (2012, September 27). P&G's stumbles put CEO on hot seat for turnaround. *The Wall Street Journal*, pp. A1, A16.

ONLINE → Heavens, A. (2012, September 21). Home economics: Mortgage lending at 16-year low, data show. *Philadelphia Inquirer*. Retrieved from <http://www.philly.com>

Magazine Articles

TEMPLATE: Last Name, First Initial. (Year, Month Day). Title of article. *Title of Publication*, volume # (issue #, if any), page #.
or Retrieved from URL

IN PRINT → D’Vorkin, L. (2012, September 24). The new language of journalism. *Forbes*, 190 (5), 10.

ONLINE → High-tech fashion: Burberry goes digital. (2012, September 22). *The Economist*. Retrieved from <http://www.economist.com>

Web Pages

TEMPLATE: Last Name, First Initial/Name of Organization. (Year, Month Day). Webpage title. Retrieved from URL
Provide as much information as possible. If no date can be found, notate that fact as “n.d.”

L’Oréal USA. (n.d.). Inauguration of the Global Hair Research Centre. Retrieved from <http://lorealusa.com>
Science Center. (2012). Port business incubators. Retrieved from <http://sciencecenter.org>

Technical and Research Reports

TEMPLATE: Last Name, First Initial/Name of Organization. (Year, Month). *Title of report* (Report #, if any). Retrieved from URL (if online)

IN PRINT → Federal Reserve Bank of Philadelphia, Research Department. (2012, August). *Business outlook survey*.

ONLINE → Dübel, H.-J. & Walley, S. (2012, January). *Regulation of foreign currency mortgage loans: The case of transition countries in Central and Eastern Europe* (Report No. 69382). Retrieved from <http://worldbank.org>

Books

TEMPLATE: Last Name, First Initial. (Year). *Title of book*. City, State/Country of Publisher: Publisher Name.

McDonald, K. (2011). *How to market to people not like you: “Know it or blow it” rules for reaching diverse customers*. Hoboken, NJ: Wiley.

Edited Books

TEMPLATE: Last Name, First Initial. (Ed.). (Year). *Title of book*. City, State/Country of Publisher: Publisher Name.

Bygrave, W. D. & Zacharakis, A. (Eds.). (2009). *The portable MBA in entrepreneurship (The portable MBA series)*. Hoboken, NJ: Wiley.

Book Chapter in an Edited Book

TEMPLATE: Last Name, First Initial. (Year). Title of chapter. In First Initial Last Name (Ed.), *Title of book* (pp. #). City, State/Country of Publisher: Publisher Name.

Ban, C. & Gossett, C. W. (2010). The changing roles of the human resource office. In S. E. Condrey (Ed.), *Handbook of human resource management in government (Essential texts for nonprofit and public leadership and management)* (pp. 5-26). San Francisco, CA: Jossey-Bass.