### Books

<table>
<thead>
<tr>
<th>Basic Elements and Format of Citation</th>
<th>Sample Citations</th>
</tr>
</thead>
<tbody>
<tr>
<td>Single Author</td>
<td></td>
</tr>
<tr>
<td>Joint authors</td>
<td></td>
</tr>
<tr>
<td>More than three authors</td>
<td></td>
</tr>
<tr>
<td>No author indicated</td>
<td></td>
</tr>
<tr>
<td>An edited book</td>
<td></td>
</tr>
<tr>
<td>Government Publication</td>
<td></td>
</tr>
<tr>
<td>Essay (in an anthology)</td>
<td></td>
</tr>
<tr>
<td>Encyclopedia Article</td>
<td></td>
</tr>
</tbody>
</table>

### Newspapers, Magazines or Scholarly Journals (Print Sources Only)

| Weekly/monthly magazine article       |                  |
| Scholarly journal article             |                  |
| Newspaper article                    |                  |

Please refer to the notes on the back for important additional formatting instructions.
## Electronic Books

<table>
<thead>
<tr>
<th>Author</th>
<th>Title of the Book</th>
<th>Place of publication</th>
<th>Publisher</th>
<th>Date of publication</th>
<th>Name of database</th>
<th>Web</th>
<th>Date of visit to web site</th>
</tr>
</thead>
</table>

## Internet Sites

**Provide the following elements if available**

1. Name of author, editor, performer, etc. (Last name, First Name).
2. “Title of Section”
3. *Name of Web site.* (italics)
4. Publisher or sponsor of the site; if not available use N.p.,
5. Date of publication (day month year as available) if nothing is available, use n.d.
6. Medium of publication.
7. Date of access. (day month year)
8. <URL> in angle brackets, encouraged if citation information does not easily lead the reader to the source


## Articles from Electronic Databases (ProQuest, EBSCO, CQ Researcher)

**Provide the following elements if available**

1. Name of author (Last name, First Name).
2. “Title of the article.”
3. *Name of magazine, journal or newspaper*
4. Date of publication
   a. Day month year: page number.
   Or
5. *Name of the database used.* (italics)
6. Medium of publication. (Web)
7. Date of access. (day month year)

| Newspaper article from ProQuest: |

| Journal article from EBSCO’s Health Source: |

| Article from CQ Researcher: |

| Article from Reference Database |

## Important Formatting Notes:

1) Double-space all lines. Indent one-half inch after the first line. Examples provided on this handout are single spaced to save space.

2) A completed Works Cited must be arranged in one alphabetical list by author or by title if author’s name is unavailable. Do not divide by type or format of item.

3) Abbreviate the names of all months except May, June and July.

4) Media include: Print, Web, CD, DVD, Radio, Television, Interview, Performance, etc.

5) Use n. pag. if page numbers are not known.