

## In-Text Citations

The first words of the in-text citation should mirror the first words of the source on the References page.

Remember the following

- Never use the URL in the citation.
- Never use the first or middle initials of the author(s) in the citation.
- Always include the year in the citation.
- Always use p. or pp. for page numbers or para. or ¶ for paragraph numbers with direct quotations.
- Include the author's name or title of the work when no author is listed, year, and page or paragraph number (for a direct quotation) within the parentheses.
- Place the punctuation after the final parenthesis of the citation unless it is a block quote.
- Follow the rule of punctuation for capitalization of the first title mentioned within the reference. Titles of books and articles: capitalize the first word, the first word following a colon, and proper nouns.

The following examples provide information about how to format in-text citations and the corresponding source on the reference page.

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## **A book with one author**

**A book with one author could be formatted in any of the following ways:**

### **In-Text Citation**

**Sample 1** According to Venes (2001), three types of influenza are spreading throughout the country.

**Sample 2** Three types of influenza are spreading throughout the country (Venes, 2001).

**Sample 3** Venes (2001) stated, “The types of influenza doctors must prepare for fall into three categories” (p. 106).

[Note: Page or paragraph numbers are always included with the in-text citation when direct quotations are used.]

### **Reference Page Citation**

Venes, D. (2001). *Taber's cyclopedic medical dictionary* (19th ed.). Philadelphia: F.A. Davis Company.

### **In-Text Citation**

**Sample 4** Cleckley (1997) noted that diversity in the classroom prepared young Americans for work in a global society.

**Sample 5** The idea that diversity in the classroom prepared young Americans for work in a global society was presented by well-known scholar Bernard Cleckley (1997).

**Sample 6** “Because youth have had experience working and playing with children of other races and cultures while growing up, they will be better able to interact with those of other cultures when working within intercultural corporations” (Cleckley, 1997, p. 37).

### **Reference Page Citation**

Cleckley, B. (1997). *Strategies for promoting pluralism in education and the workplace*. Westport, CT: Praeger Publishers.

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## **A book with two or more authors**

**A book with two or more authors could be formatted in any of the following ways:**

### **In-Text Citation**

**Sample 1** Often, people compare Caldwell and Thomason's book (2004) to *The DaVinci Code* because of their brilliant writing and historical context.

**Sample 2** *The Rule of Four* (Caldwell & Thomason, 2004) has been compared to Dan Brown's *The DaVinci Code* .

**Sample 3** "An encyclopedia masquerading as a novel, *The Rule of Four* is a dissertation on everything from architecture to zoology" (Caldwell & Thomason, 2004, p. 136).

### **Reference Page Citation**

Caldwell, I., & Thomason, D. (2004). *The rule of four*. New York: Dell.

### **In-Text Citation**

**Sample 4** Mandelbrot and Hudson (2004) have combined Mandelbrot's mathematical framework with Hudson's knowledge of Wall Street to produce a must-read for any serious investor.

**Sample 5** For the individual who manages money for a living, one of the best books on the market is *The Misbehavior of Markets* by Mandelbrot and Hudson (2004).

**Sample 6** "This equilibrium market clearing price is automatically interpreted as being the mean of a normal probability distribution" (Mandelbrot & Hudson, 2004, p. 46).

### **Reference Page Citation**

Mandelbrot, B., & Hudson, R. L. (2004). *The misbehavior of markets*. New York: Basic Books.

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## **A book with a group author**

**A book with a group author could be formatted in any of the following ways:**

### **In-Text Citation**

**Sample 1**    *The 9/11 Commission Report* (National Commission on Terrorist Attacks, 2004) is one of the most important documents of this century.

**Sample 2**    A very clear mandate was expressed by The National Commission on Terrorist Attacks (2004).

**Sample 3**    “Investigate the facts and circumstance relating to the terrorist attacks of 9/11, including all agencies, intelligence, law enforcement, diplomacy, immigration issues, the flow of access to terrorist groups, flow of commercial aviation, the role of congressional oversight and resource allocation, and other areas as determined by the Commission” (National Commission on Terrorist Attacks, 2004, p. 14).

### **Reference Page Citation**

National Commission on Terrorist Attacks. (2004). *The 9/11 commission report: Final report of the National Commission on Terrorist Attacks upon the United States*. New York: W.W. Norton.

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## **A journal article**

**A journal article could be formatted in any of the following ways:**

### **In-Text Citation**

**Sample 1** Walker and Schutte (2004) believed that wraparound teamwork is an effective method for supporting families and children with special needs.

**Sample 2** Not everyone is in agreement regarding the guidelines for wraparound teamwork (Walker & Schutte, 2004).

**Sample 3** “These theories provide an important foundation for a discussion of how wraparound promotes positive outcomes for children and families” (Walker & Schutte, 2004, p. 183).

### **Reference Page Citation**

Walker, J., & Schutte, K. (2004). Practice and process in wraparound teamwork. *Journal of Emotional and Behavioral Disorder, 12*(3), 182-192.

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## **A journal article from an online database**

**A journal article from an online database could be formatted in any of the following ways:**

### **In-Text Citation**

**Sample 1** Daniels (2004) included Garden Restaurants on his list of the 50 best companies for minorities.

**Sample 2** A list of companies has been singled out as best for minority employees (Daniels, 2004).

**Sample 3** “At the Olive Garden and Red Lobster chains, diversity efforts are encouraged from ‘boardroom to dining room’ (Daniels, 2004, para. 9).

[Note: No page number was listed in this particular article because of the way the article is written. When no page number is available, count the paragraphs and use the paragraph number, as above. In long documents, you can count the paragraphs of a particular section and indicate that within the citation: (Daniels, 2004, Methods section, para. 3).]

### **Reference Page Citation**

Daniels, C. (2004, July 28). 50 Best companies for minorities. *Fortune*, 149(13), 136-141. Retrieved October 19, 2004, from ProQuest database.

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**A journal article from an online database—anonymous author**

**An anonymous journal article from an online database could be formatted in any of the following ways:**

**In-Text Citation**

**Sample 1** In its “Corrections” section (2004), *Fortune* magazine did name the CEO of Rite- Aid who is currently in prison for fraud.

**Sample 2** *Fortune* magazine did name the CEO of Rite-Aid who is currently in prison for fraud (“Corrections,” 2004).

**Sample 3** *Fortune* magazine indicated "The CEO of Rite-Aid is currently in prison for fraud" ("Corrections," 2004, p. 36).

**Reference Page Citation**

Corrections. (2004, November 1). *Fortune*, 150(9), 32. Retrieved November 3, 2004, from ProQuest database.

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## **A newspaper article**

**A newspaper article could be formatted in any of the following ways:**

### **In-Text Citation**

**Sample 1** Herron and Miles (1987) addressed the recent Supreme Court decision regarding promotions based on race.

**Sample 2** Efforts have been made regarding racial parity (Herron & Miles, 1987).

**Sample 3** The Supreme Court declared “a company may decide to promote an employee on the basis of race under certain circumstances” (Herron & Miles, 1987, p. 32).

### **Reference Page Citation**

Herron, C. R., & Miles, M. A. (1987, March 1). Promotion based on race is upheld by Supreme Court. *New York Times*, p. e4.

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## **A Website with no author**

**A Website with no author could be formatted in any of the following ways:**

### **In-Text Citation**

**Sample 1** The Website for the National Osteoporosis Foundation (2004) has many interesting facts about this debilitating disease.

**Sample 2** Osteoporosis is a highly preventable disease (National Osteoporosis Foundation, 2004).

**Sample 3** The National Osteoporosis Foundation (2004) stated, “Eighty percent of those affected by osteoporosis are women” (para.1).

### **Reference Page Citation**

National Osteoporosis Foundation. (2004). *Fast facts*. Retrieved October 15, 2004, from <http://www.nof.org>

### **In-Text Citation**

**Sample 4** Subaru (2004) makes it easy to compare its Outback with another similar car.

**Sample 5** Subaru currently has five models in its lineup (Subaru, 2004).

**Sample 6** “All Subaru Outback models blend the rugged versatility of an SUV with the driving performance and comfort of a passenger car” (Subaru, 2004, ¶1).

### **Reference Page Citation**

Subaru. (2004). Subaru previews all-new. Retrieved November 4, 2004, from <http://www.subaru.com>

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## **A Website with an author**

**A Website with an author could be formatted in any of the following ways:**

### **In-Text Citation**

**Sample 1** According to Copeland (2006), diversity is a positive element in the workforce.

**Sample 2** Diversity is a positive thing in the workforce (Copeland, 2006).

**Sample 3** “Diversity is amongst the most serious issues in the workplace today, yet most employers are not prepared to deal with it” (Copeland, 2006, Erroneous Assumptions, ¶2).

[In a long online document with no page numbers, you can list the title of the section and the paragraph number within that section (see above).]

### **Reference Page Citation**

Copeland, L. (2006, December). Managing a multicultural workforce. *California Job Journal*.

Retrieved March 21, 2007, from <http://www.jobjournal.com>

### **In-Text Citation**

**Sample 4** According to Nix (2004), no definitive national Christmas tree exists.

**Sample 5** Apparently, four trees could be the national Christmas tree in the United States (Nix, 2004).

**Sample 6** “The National Park Service, U.S. Forest Service, National Christmas Tree Association, Capital and White House all have holiday trees that are promoted as our nation's holiday tree” (Nix, 2004, para. 1).

### **Reference Page Citation**

Nix, S. (2004). National Christmas trees—Some holiday confusion. Retrieved November 6,

2004, from <http://forestry.about.com>

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## **Microsoft® PowerPoint Presentations**

References to Microsoft® PowerPoint presentations can take two forms:

- PowerPoint as a presentation
- PowerPoint as a document in rEsource

### **PowerPoint as a presentation**

Sometimes it is necessary to reference a PowerPoint presentation you have seen, either by itself or as part of a longer presentation. If the presentation cannot be retrieved by the general reader, cite the PowerPoint as a personal communication only within the text.

#### **In-Text Citation**

**Sample 1** According to a PowerPoint presentation in the GEN 380 class, (2006), the streets in Toronto are cleaner than the streets in New York.

**Sample 2** The streets in Toronto are cleaner than the streets in New York (GEN 380, personal communication, September 3, 2006.)

[Note: If the name of the presenter is known, use the first initial and last name of the presenter instead of the name of the class, as follows:  
(G. Smith, personal communication, September 3, 2006).

**Sample 3** According to a PowerPoint presentation in the GEN 380 class, “Compared to New York City, Toronto’s streets are free of litter, graffiti, and garbage” (personal communication, September 3, 2006).

[Note: In a personal communication that is not written, do not use page or paragraph numbers with a direct quotation.]

#### **Reference Page Citation**

A personal communication is not listed in the reference page because the reader cannot access the source of the information.

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## **Personal communication**

Sources that the general reader cannot access should be cited as a personal communication. This can include information from interviews, emails, newsgroups, letters, memos, lectures, or Microsoft® PowerPoint presentations.

A personal communication is cited only within the text because items in the reference list at the end of the essay are reserved for sources that can be retrieved by the reader.

### **In-Text Citation**

**Sample 1** According to Smith (personal communication, September 3, 2006), pit bulls are no more dangerous than German shepherds.

**Sample 2** Pit bulls are no more dangerous than German shepherds (G. R. Smith, personal communication, September 3, 2006.)

**Sample 3** Smith states, "Pit bulls are no more dangerous than German shepherds" (personal communication, September 3, 2006).

[Note: In a personal communication that is not written, such as an interview, do not use page or paragraph numbers with a direct quotation.]

### **Reference Page Citation**

A personal communication is not listed in the reference page because the reader cannot access the source of the information.

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## University of Phoenix e-text authored by individuals

**A University of Phoenix e-text authored by individuals could be formatted in any of the following ways:**

### **In-Text Citation**

**Sample 1** If we create our experience (Paul & Elder, 2002), then we are responsible for our lives.

**Sample 2** We can control our experience (Paul & Elder, 2002).

**Sample 3** Paul and Elder (2002) stated, “For most people, experience is understood as something that ‘happens to them,’ not something they create for themselves” (Chap. 8, p. 131).

[Note: In the e-text, you may need to include the chapter or week to clarify the source.]

### **Reference Page Citation**

Paul, R., & Elder, L. (2002). *Critical thinking: Tools for taking charge of your professional and personal life*. [University of Phoenix Custom Edition e-text]. Upper Saddle River, NJ: Prentice Hall. Retrieved November 24, 2004, from University of Phoenix, rEsource, GEN480—Interdisciplinary Capstone Course Web site.

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**University of Phoenix e-text that is a compilation of pieces of other works edited by University of Phoenix as a completely new book.**

**A University of Phoenix e-text that is a compilation of other works could be formatted in any of the following ways:**

**In-Text Citation**

- Sample 1** According to the University of Phoenix text (2002), educators need to pay attention to the environment in which learning takes place.
- Sample 2** Environment can be an important factor in the learning process (University of Phoenix, 2002).
- Sample 3** “As you can see, social learning theorists stress the role of environmental factors in learning, but they acknowledge the importance of cognitive factors as well” (University of Phoenix, 2002, Section 3, p. 358).

**Reference Page Citation**

University of Phoenix (Ed.). (2002). *Lifespan development and learning*. [University of Phoenix Custom Edition e-text]. Boston: Pearson Custom Publishing. Retrieved November 26, 2003, from University of Phoenix, rEsource, PSYCH/538—Lifespan Development and Learning Web site.

[Note: If University of Phoenix is listed as an author more than once in the reference page and the year of publication is the same, differentiate the references by adding a lowercase letter right after the year as shown below.]

University of Phoenix. (2004a). *Learning qualities...*

University of Phoenix. (2004b). *Lifespan development...*

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## **University of Phoenix rEsource Material**

**Documents listed in rEsource could be formatted in any of the following ways:**

### **In-Text Citation**

- Sample 1** According to the University of Phoenix Week Two Overview (2004), we cannot judge other people; we can only judge ourselves.
- Sample 2** Values and ethics are closely related but different (University of Phoenix, 2004).
- Sample 3** “Values or morals can only be judged from within. That is, we cannot look at someone and judge that person’s morals” (University of Phoenix, 2004, Values and Ethics, ¶ 2).

### **Reference Page Citation**

University of Phoenix. (2004). Week two overview. Retrieved November 4, 2004,  
from University of Phoenix, Week Two, rEsource. GEN480—Interdisciplinary  
Capstone Course Web site.

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## **University of Phoenix simulation**

**A University of Phoenix simulation could be formatted in any of the following ways:**

### **In-Text Citation**

**Sample 1** In the University of Phoenix simulation (2004), students are allowed to apply theory to practice.

**Sample 2** A situation providing a dilemma regarding confidentiality allows us to apply theory to practice (University of Phoenix, 2004).

**Sample 3** “The three possible candidates all have strengths and weaknesses for this position” (University of Phoenix, 2004, para. 10).

### **Reference Page Citation**

University of Phoenix. (2004). Keeping information confidential [Computer Software].

Retrieved September 26, 2004, from University of Phoenix, rEsource, Simulation, COM525—Advanced Communications Management Web site.

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## **Software**

[Note: Reference entries are not needed for off-the-shelf software and programming languages. In text, give the proper name of the software and the version number.]

Do provide reference entries for specialized software or computer programs with limited distribution.

**Software could be formatted in any of the following ways:**

### **In-Text Citation**

**Sample 1** The strength of ACI (2002) as a real estate appraising software program is its ease of use.

**Sample 2** Because it is user friendly, many more real estate appraisers are using ACI (2002).

### **Reference Page Citation**

ACI—The appraiser's choice. (2002). (Version 0.0) [Computer software]. Retrieved November 3, 2004, from [http://www.aciweb.com/p\\_aci.asp](http://www.aciweb.com/p_aci.asp)

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## **Television Series**

**A television series could be formatted in any of the following ways:**

### **In-Text Citation**

**Sample 1** The Seinfeld series (Ackerman, 1989) presented a major, creative breakthrough in evening sitcoms.

**Sample 2** The four main characters in Seinfeld represent people whom we all know (Ackerman, 1989).

**Sample 3** One of George's famous sayings to Jerry is, "On some level, I have always been handicapped" (Ackerman, 1989).

### **Reference Page Citation**

Ackerman, A. (Producer). (1989). *Seinfeld*. [Television series]. New York: NBC.

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