THE FOUR SECTIONS OF A REFERENCE

References have four distinct sections; almost always, each section ends with a period.

1. AUTHOR

- For a single author or several authors, use last name, first initial:
  - Stevenson, B.
  - Knowles, M. S., Holton, E. L., & Swanson, R. A.
- When a work is authored by a group, identify that group by its full name (not the acronym):
  - U. S. Bureau of Labor.
  - Georgetown University, Center on Education and the Workforce.
- For items with no author, move the title of work to this first section of the reference.

2. PUBLICATION YEAR

- Enclose the publication year in parentheses
  - (2012).
- If no date is available, indicate like so:
  - (n.d.).
3  TITLE OF WORK

- Capitalize only the first word, proper nouns, & the first word after a colon
- Book titles are italicized
- Journal article titles are not italicized
- Treatment of website titles can be tricky! Look at the following resource for help:  
  http://alice.library.ohiou.edu:80/record=b5005480~S7
- Finish this section with a period—unless the title already ends with punctuation (usually a question mark)

4  PUBLICATION INFORMATION

- Books: City, State Postal Code: Publisher.

- Journal articles: *Title of the Journal, volume*(issue), start page-end page.
  - *College Student Journal, 46*(2), 362-375.

- Website: the un-hyperlinked URL (do not include a period to close out section)

COLOR-CODED EXAMPLES

BOOK


JOURNAL ARTICLE


WEBSITE
