

# REFERENCE LIST:

The word References is centered at the top of a new page in Times New Roman size 12 font. Do not bold, underline, italicize, or enclose in quote marks.

References are listed in alphabetical order by author. If there is not an author the title of the article or book is used. Items are double spaced, and in a hanging indent, one-half inch from left margin.

*Note: in all references only the first letter of the title (and subtitle) are capitalized, unless it is a proper noun.*

## BOOKS - PRINT:

Last Name, First Initial Middle Initial. (Year). *Title*.  
Place of publication: Publisher.

Pearce, E. (2010). *Pitt the elder: Man of War*.  
London: Bodley Head.

## BOOKS - EBOOKS:

Author, A.A. (Year). *Title*. Place of Publication:  
Publisher. Retrieved from URL OR Database  
DOI, if available.

Whalley, L. J. (2015). *Understanding brain aging and dementia: A life course approach*. New York, NY: Columbia University Press.  
Retrieved from <https://ezproxy.ctcd.edu:2100/login.aspx?direct=true&db=nlebk&AN=1015231&site=ehost-live>.

## CORPORATE AUTHOR:

Corporate Author. (Year). *Title*. Place of Publication: Publisher.

Occupational Safety and Health Administration [OSHA]. (2015). *29 CFR 1926 OSHA construction regulations*. Davenport, IA: Moncomm.

## JOURNAL ARTICLES - DATABASE

Author, A.A. & Author, B.B. (Year). Title of the article:  
Subtitle of the article. *Title of the Journal*, volume number (*issue number if available*), pages. DOI OR Retrieved from URL.

Mohamedali, B., Pyle, J., & Bhat, G. (2016). Acute cellular rejection and c4d positivity in heart transplantation. *American Journal of Clinical Pathology*. 145(2), 238-243. DOI:10.1093/ajcp/aqv026.

## JOURNAL ARTICLES - PRINT

Author, A.A. & Author, B.B. (Year). Title of the article:  
Subtitle of the article. Title of the Journal, volume number (*issue number if available*), pages.

Howland, R.H. (2016). Antidepressant drugs and the risk of intracranial bleeding: Parsing an observational study. *Journal of Psychosocial Nursing and Mental Health Services*, 54(2), 21-24.

## WEBSITE:

Author, A.A. (Year, Month, Date Published). Article Title. Retrieved from URL.

*Note: If there is not a date available, use (n.d.)*

Hill, J. (2019 August 12). Project calls attention to changing role of libraries. Retrieved from <https://www.usnews.com/news/best-states/massachusetts/articles/2019-08-12/project-calls-attention-to-changing-role-of-libraries>.

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# GENERAL FORMAT GUIDELINES:

Double spaced, Times New Roman size 12 font, one inch margins, on 8.5" x 11" paper. Page numbers are flush with the right margin.

## FIRST PAGE:

### Header Format:

Running head: TITLE OF PAPER Page

**Title Format:** Centered, middle of page, and double spaced: Title of Paper, Student's Name, Institution.

Running head: ROLE OF LIBRARIES TODAY 1

The Role of Libraries Today  
John Smith  
Central Texas College

## SECOND AND SUBSEQUENT PAGES:

### Header Format:

TITLE OF PAPER Page

**Title Format:** Title of the paper is centered at the top of the page.

**Paragraph Format:** The first paragraph is double spaced below the paper's title.

All new paragraphs are indented one-half inch from the left margin.

THE ROLE OF LIBRARIES TODAY 2

The Role of Libraries Today

Libraries today play a major role in shaping educational, social, and political roles of people worldwide. They are conduits to learning and knowledge that bridges the body of information everywhere.

# IN-TEXT CITATIONS:

In-text citations - for direct quotes, the in-text citation comes immediately after the quoted material. For paraphrased or summarized material, the in-text citation comes at the end of the sentence.

*Note: When the date is not available, use n.d. (Smith, n.d.).*

*Note: For direct quoted material, the page number should come after the year. If there is not a page number available, the paragraph number should be provided. (Smith, 2019, para. 5).*

## ONE AUTHOR / EDITOR:

(Author, Year)

(Pearce, 2010)

In his book, Pitt the Elder, Pearce (2010) stated...

## TWO AUTHORS / EDITORS:

(1st Author & 2nd Author, Year)

(Lee & Timnady, 2003)

Lee and Timnady (2003), in their book described...

## THREE TO FIVE AUTHORS / EDITORS:

### First Mention:

(1st Author, 2nd Author, & 3rd Author, Year)

(Neundorf, Mehl, & Jackson, 2011)

In their book, Neundorf, Mehl, and Jackson (2011) described ...

### Subsequent Mention:

Use only the first author's last name followed by et al. in both the signal phrase or in parentheses.

(1st Author et al., Year)

(Neundorf et al., 2011)

Neundorf et al (2011), in their book, described...

## SIX OR MORE AUTHORS/EDITORS:

Use the first author's name only, followed by et al.

(1st Author et al., Year)

(Versalovic et al., 2011)

In their book, Versalovic et al. (2011) described...k

## UNKNOWN AUTHORS:

Use the first word or two of the title. Book titles are italicized. Article titles are enclosed in quote marks. When used in a sentence, cite the source by its title.

## UNKNOWN AUTHORS - BOOKS:

(Title of Book, Year)

(*Fundamentals of Nursing*, 2013)

*Fundamentals of Nursing* (2013), discusses a case study on...

## UNKNOWN AUTHORS - ARTICLES:

("Title of Article", Year)

("littleBits' ", 2016)

Looking to the future of library services, littleBits' Highly Anticipated STEAM Products for Schools and Libraries Available Today" (2016) forecasts changes....

## CORPORATE AUTHOR:

Use the organization's name in the signal phrase, or in the parenthetical citation the first time the source is cited. If the organization has a well-known abbreviation, include the abbreviation in brackets the first time the source is cited. Subsequent in-text citations, use only the abbreviation.

### 1st Mention:

(Organization Name [Abbreviation], Year)

(American Library Association [ALA], 2014)

According to the American Library Association's (2014) *Standards and Guidelines Manual*...

### Subsequent Mention:

(Abbreviation, Year)

(ALA, Year)

The ALA (2014) manual includes ...