

REFERENCES:

The word **References**, or **Reference** if there is only one source, is centered at the top of a new page, and bolded. The font should be the same as used in the rest of the paper.

References are listed in alphabetical order by author. If there is not an author, the title is used. Items are double spaced, one inch from the left margin in a hanging paragraph format.

Note: For most references only the first letter of the title, subtitle, and proper nouns are capitalized. All major words of an academic journal title are capitalized. Titles of books and journals are italicized.

BOOKS –PRINT:

Author, A.A. (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.

MULTIPLE AUTHORS:

Two to Twenty: List by the last names and initials separated by commas with an & before the last name.

More than Twenty: After the 19th name use an ellipsis (...) then list the last name.

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), page range.

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.

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), page range. 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.

WEBSITE:

Author, A.A. (Year, Month Date). *Title of page*. Site name. URL.

Hill, J. (2019, August 12). *Project calls attention to changing role of libraries*. Cape Cod Times. <https://www.capecodtimes.com/news/20190811/project-calls-attention-to-changing-role-of-libraries>.

VIDEO:

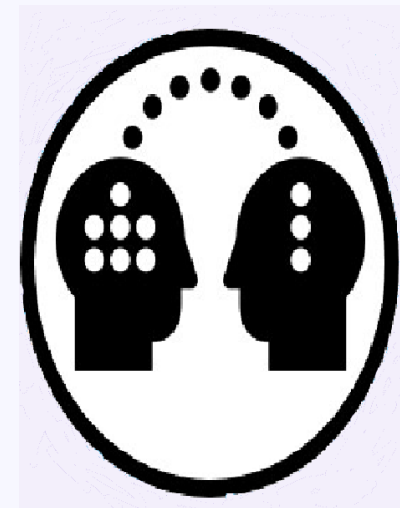
Director / Producer (Role). (Year). *Title: Subtitle* [Description]. URL.

DCD Rights Limited (Producer). (2016). *Benjamin Zephaniah* [Streaming Video]. https://fod-infobase-com.ezproxy.ctcd.edu/p_ViewVideo.aspx?xtid=145862&tScript=0.

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LINE SPACING: Double spaced, with 1 inch margins all around.

COVER PAGE:

Header: Contains only the page number, flush with the right margin.

TITLE:

The title of the paper is three to four lines from the top, centered, and bolded.

1

Title of the Paper

John Smith

English Department, Central Texas College

English 1301: Composition I

Professor Jones

April 8, 2021

2

Abstract

The abstract summarizes the ideas presented in the paper. It should be one paragraph, double spaced, and no more than 250 words.

Keywords: Ideas, paper, paragraph

3

Title of the Paper

The text of the paper is double spaced, with the 1st line of each new paragraph indented 1/2 inch from the left margin.

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IN-TEXT CITATIONS:

Direct Quotes—the in-text citation comes immediately after the close quote marks with the page number provided after the publication year. When no page number is available use either the paragraph, chapter, table number, or the section name or number.

(Stephens, 2020, p. 123); Jones and Green (2018) ... (para. 3); (Abbott, 2015, ch. 9); (Smith, 2001, Plot)

Paraphrased and Summarized Material—the in-text citation will contain the author's last name followed by the publication year.

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When there is not an author, the first one to two are used in the in-text citation. Book and report titles are italicized. Article, chapter, and web page titles are enclosed in quote marks.

Book: (*Fundamentals*, 2013)

Article: ("LittleBits", 2016)

ONE AUTHOR/EDITOR:

(Author, Year)

(Pearce, 2010)

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

TWO AUTHORS/EDITORS:

(1st Author & 2nd Author, Year)

When the authors' names are used in the sentence use "and" between the names.

(Lee & Tirnady, 2003).

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

THREE OR MORE AUTHORS/EDITORS:

Only the first author's name is used followed by et al.

(Neundorf et al., 2011)

Note: When there are groups of sources listed in the References with similar authors, additional names may need to be provided.

(Neundorf & Pearce et al, 2009)

(Neundorf & Mehl et al, 2007)

CORPORATE AUTHOR:

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 ...

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