GUIDE TO CITING REFERENCES*

In-Text References

Quotation

• If naming the author and the text in the same sentence as the quote, give the year of the publication in parentheses. After the quotation, put the page number in parentheses, after the quotation marks. Put a period at the end of the entire sentence.

Ex: According to Guy Martin in his article “High-Jinks: Shoot-Out” (2009), “Killer, the last-man-standing game of water-pistol ambush, has become a key end-of-the-year ritual in several New York City high schools” (p. 1).

• If not naming the author, put this in parentheses along with the year and page number at the end of the quotation.

Ex: “Killer, the last-man-standing game of water-pistol ambush, has become a key end-of-the-year ritual in several New York City high schools” (Martin, 2009, p. 1).

Summary or Paraphrase

• Name the author and year either in the same sentence or in parentheses following it. Give a page number in parentheses.

Ex: Guy Martin, in “High-Jinks: Shoot-Out” (2009), explains that the game Killer has become a common way to end the school year in some New York City High Schools (p. 1).

Ex: The game Killer has become a common way to end the school year in some New York City Schools (Martin, 2009, p. 1).

Bibliography at End of Document

Book

Last name, Initial. (Year). Title. Place of Publication: Publisher.


Article in a magazine

Last name, Initial. (Year, Month, Day). “Title of article.” Title of Publication, page range.


Article in a newspaper

Last name, Initial. (Year, Month, and Day). “Title of article.” Title of Publication, page range.


Website

Last name, Initial. (Year, Month). Document Title. URL.

Tips for Formatting a Bibliography

• Entries should be listed in alphabetical order by the author’s last name.
• Entries should be formatted with a “hanging indent,” which seems like a reverse indent. The first line of an entry should not be indented, but the rest of the entry should be indented if it extends past one line.

Sample Bibliography