

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 Diversity in the classroom prepared young Americans for work in a global society was the idea 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.

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

Sample 3 "An encyclopedia masquerading as a novel, *The Book 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 book 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.

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.

A journal article A journal article could be formatted in any of the following ways: In-Text Citation

Sample 1 Walker and Schutte (2002) believed that the five areas of team building were not inclusive of all the areas needing attention.

Sample 2 Not everyone agrees with the five areas of team building (Walker & Schutte, 2002).

Sample 3 “Given sufficient time, a team should be able to surmount any and all challenges to productive activity” (Walker & Schutte, 2002, p. 52).

Reference Page Citation

Walker, J., & Schutte, K. (2002, January). Practice and process in wraparound teamwork. *Journal of Emotional and Behavioral Disorder*, 12(3), 182.

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. 5).

[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.

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).

Reference Page Citation

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

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.

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 persons 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>

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 (2003), the adaptation required when minorities enter the workplace is a two-way street.

Sample 2 Diversity is a positive thing in the workforce (Copeland, 2003).

Sample 3 “Diversity is emerging as one of the most serious issues in the workplace today, yet most employers are not prepared to deal with it” (Copeland, 2003, Erroneous Assumptions, ¶1).

[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. (2003). Managing a multicultural workforce. *California Job Journal*. Retrieved October 16, 2004, 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** “Four trees touted to be the nation’s Christmas tree” (Nix, 2004, para. 1).

Reference Page Citation

Nix, S. (2004). The Amazon and neotropical rainforest. Retrieved November 6, 2004, from <http://forestry.about.com>

Strayer University e-text authored by individuals

A Strayer University 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*. [Strayer University Custom Edition e-text]. Upper Saddle River, NJ: Prentice Hall. Retrieved November 24, 2004, from Strayer University, rEsource, GEN480— Interdisciplinary Capstone Course Web site.

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

A Strayer University 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 Strayer University 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 (Strayer University, 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” (Strayer University, 2002, Section 3, p. 358).

Reference Page Citation

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

Strayer University rEsource Material Documents listed in rEsource could be formatted in any of the following ways: In-Text Citation

Sample 1 According to the Strayer University Week Two Overview (2004), we cannot judge other people; we can only judge ourselves.

Sample 2 Values and ethics are closely related but different (Strayer University, 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 (Strayer University, 2004, Values and Ethics, ¶ 2).

Reference Page Citation

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

A Strayer University simulation A Strayer University simulation could be formatted in any of the following ways: In-Text Citation

Sample 1 In the Strayer University 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 (Strayer University, 2004).

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

Reference Page Citation

Strayer University. (2004). Keeping information confidential [Computer Software]. Retrieved September 26, 2004, from Strayer University, rEsource, Simulation, COM525—Advanced Communications Management Web site.

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

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 sit-coms.

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.