IN-TEXT CITATIONS

All sources cited in-text must also be included on the reference page. There are two ways of crediting an author's idea: in a parenthetical citation or by attribution.

In a parenthetical citation, one acknowledges the source (author) of an idea by indicating that author within parentheses at the end of the sentence.

- When paraphrasing an author’s idea in a parenthetical citation, put the author’s last name, a comma, and the year of publication within the parentheses. When no date is available, use the abbreviation n.d. for “no date.”
- When quoting the author’s exact words, a page number is also required. Direct quotes should only constitute approximately 10% of the paper.

Parenthetical Citation Examples
- As a paraphrase: By September 2008, for a short period of time, there may be no ice on the North Pole (McKibben, 1991).
- As a direct quote: “The North Pole may be briefly ice-free by September 2008” (McKibben, 1992, p. 15).

By attribution, one acknowledges the author of an idea by indicating that author within the sentence itself.

- When paraphrasing an author’s idea in an attribution, the year can either immediately follow the author, in parentheses, or be enclosed within parentheses at the end of the sentence.
- When quoting, the same applies for the year as in paraphrasing, and the page number should appear within parentheses after the quote and the other citation information.

Attribution Examples
- As a paraphrase: According to McKibben (1991), by September 2008, for a short period of time, there may be no ice on the North Pole.

The above examples of parenthetical citations and attributions are all of a one-author source. The following examples are of sources with more than one author or other author variations:

Two authors
Moriarty and Carter (2009) asserted . . . (attribution)
. . . (Moriarty & Carter, 2009). (parenthetical citation)
Note: in a parenthetical citation, “and” is written as an ampersand (&).

Three, four, or five authors
The first time the citation occurs, list all the authors; in subsequent citations, use only the last name of the first author, followed by the Latin abbreviation et al. for “and others.”

Larson, Ellis, and Rivers (1984) found . . . . (first citation)
Larson et al. (1984) found . . . . (subsequent citations)

Six or more authors
Cite only the last name of the first author, followed by et al.

Wolchik et al. (2000) discovered . . . . (attribution)
. . . (Wolchik et al., 2000). (parenthetical citation)

Unknown author
Cite the title of the work (use only the first few words of a long title) and the year of publication. For a short work such as an article, chapter, or web page, use quotation marks; for a long work such as a book, use italics.

The article “Treatment for Sexually Abused” (2000) concluded . . . . (short work)
The book Treatment for Sexually Abused (2000) concluded . . . . (long work)
. . . (“Emergency Room Nurses,” 2007). (short work, parenthetical citation)

No date available
Thomison and Latner (n. d.) noted . . . . (attribution)
. . . (Thomison & Latner, n. d.). (parenthetical citation)

Multiple works by the same author in the same year
Add a lowercase letter after the year to distinguish between these sources (2015a, 2015b, etc.). The titles are alphabetized on the reference page to determine this ordering.

According to the American Diabetes Association (2015a), . . . .

Article or chapter in an edited book
Cite the last name of the author of the article or chapter (not the editor of the book) and the year of publication.

Hartley, Harker, and Walsh (1980) noted . . . . (attribution)
. . . (Hartley, Harker, & Walsh, 1980). (parenthetical citation)

Organization as the author
Cite the name of the organization and the year of publication.

The American Cancer Society (2008) stated . . . . (attribution)
. . . (American Cancer Society, 2008). (parenthetical citation)
**Online dictionary or encyclopedia entry with no author**
For a parenthetical citation, cite the term searched for in quotation marks and the year of publication.

... ("Mythology and folklore," 2002).

**Entire website**
If you are merely mentioning a website without taking any information from it, cite the address of the website in parentheses. This is not included in the reference list.

The American Nurses Association (http://www.ana.org) is an excellent resource for nurses.

**Personal communication**
Examples include a letter, an email, a telephone conversation, a personal interview, and a class lecture. Cite the person’s name, the words personal communication, and the date. This is not included in the reference list.

J. Stewart (personal communication, June 27, 2008) reported . . . .

... (J. Stewart, personal communication, June 27, 2008).

**Citation of a work discussed in a secondary source**
In the text, name the primary source (the source/study you read about) without the date, and cite the secondary source (the source/study you actually read). In the reference list, include the secondary source, not the primary source.

Seidenberg and McClelland’s study (as cited in Coltheart, Curtis, Atkins, & Haller, 1993) . . . .

Note: Cite only Coltheart, Curtis, Atkins, and Haller on the reference page, not Seidenberg and McClelland.

**Electronic sources that do not provide page numbers**
If the source has numbered paragraphs, cite the paragraph number preceded by the abbreviation para. Alternatively, you can count paragraphs down from the beginning of the document.

(Johnson, 2012, para. 6)

If the source has neither a page number nor a paragraph number, cite the heading and the number of the paragraph under that heading.

(Madden, 2008, Conclusion section, para. 1)

If the heading is long, use a shortened version of it within quotation marks and include the paragraph number.

(Bennet, 2009, “Logical Fallacies,” para. 2) (The original heading was “Logical Fallacies and How to Avoid Them.”)

Note: For web pages that you have printed, do not use the page numbers on the printout, as this pagination will vary from computer to computer.
REFERENCES

References are alphabetized according to the lead (first) author’s last name, or by title if the source has no author. Do not alphabetize author names within an entry. The reference list is double-spaced within and between entries. For entries longer than one line, use the hanging indent format: the first line is flush along the left margin, and subsequent lines for an entry are indented one-half inch. URLs are not underlined (even though software automatically underlines them). However, they should remain as active links. If it is necessary to split a URL at the end of a line, break the URL before punctuation, such as a slash. Provide the retrieval date only if the information is likely to be updated or changed at a later date (as in the case of blogs and wikis). Since online periodicals generally appear in their final form, a retrieval date is not necessary.

Titles of works that are considered to stand on their own (e.g., books, dissertations, films) are italicized. Titles of works that are part of a greater whole (e.g., webpages, journal articles, newspaper/magazine articles) are not italicized.

BOOKS

One author

Two to seven authors

Edited book with no authors; edition other than the first

Article or chapter in an edited book with authors

PERIODICALS

Journal article with continuous pagination

Journal article with pagination by issue
Journal article with eight or more authors
Include first six authors’ names, then insert three ellipsis points and add the last author’s name.


Journal article with an unknown author

Magazine article

Newspaper article

ELECTRONIC SOURCES

Journal article with DOI
A DOI (Digital Object Identifier) is a unique code assigned to a source. All DOI numbers begin with a 10 and can often be found on the first page of the article or on the article’s publication information page. If you cannot readily find the DOI, try CrossRef’s free DOI lookup service (http://www.crossref.org/guestquery).


doi:10.1002/bult.159

Note: For some articles, the assigned DOI is written as a working link that includes http://dx.doi.org/
Writing it this way is also acceptable (Do not write “Retrieved from”).


Journal article without DOI
- Provide the homepage uniform resource locator (URL) of the journal, not the Molloy College library URL. This may require doing a web search for the URL.

In the rare circumstance that you are not able to locate a DOI or the URL of the journal homepage, provide the name of the database you accessed and the word “database,” a period, and the words “Accession Number” and the number in parentheses, without a period at the end.


Retrieved from ProQuest database. (Accession Number 20135678999)

**Online magazine article**

/ nw-srv/printed/us/so/a54599-2000jan23.htm

**Online newspaper article**

**Webpage**

**Multiple webpages from the same website**
If you are quoting or paraphrasing from more than one page on a website, every page needs its own unique reference entry.


**Webpage/Online publication with no author**

**Online dictionary or encyclopedia entry with no author**

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