Reference Guide

Text Reference Citations

Use parenthetical author-date reference form. Please note: the full reference citation must appear in the Reference List (or Bibliography) at the end of the paper. Make sure that the short form matches the Reference List entry; e.g., EIA 1992 for the Reference List entry “Energy Information Administration (EIA). 1992.” When an acronym (EIA) is used in the short form, the acronym must be included with the long form.

Do not create a short form that doesn’t match the full citation alphabetically. For example, if the full citation is found under “Energy Information Administration,” do not use RECS as a short citation.

- All authors’ names should be cited in the text, up to three authors. If there are more than three authors, cite first author’s name, followed by “et al.” For example:
  (Smith & Jones 1990) Note “&” and no comma before date.
  (Smith, Jones & Clark 1992) Note no comma after “Jones.”
  (Jones et al. 1991) Note no italics for “et al.” and period after “al.”

- Multiple cites should be cited in alphabetical (not chronological) order:
  (Jones 1992; Smith 1989; Tenenbaum 1992) Note semicolons between cites.

- Statistics, quotations and other specific information should be cited with a specific page number:
  (Smith 1990, 125-26) Note no “p.” for page number and only last two digits given for page numbers over 100.

- Multiple cites for the same author should be listed chronologically, earliest first, with cites for same year distinguished by “a,” “b,” etc., according to chronology of publication month (see REFERENCE LIST in next column):
  (Kelley 1986a, 10; 1986b, 13; 1987) Note use of semicolons between cites if page numbers are used.

Reference List

List all references (text, table, and figure) alphabetically by author at the end of the paper per style shown below.

Single-space citations. The first line of each citation should be flush left with the margin. Indent following lines with paragraph indent. Do not number.

Skip one line between citations.

Each citation should include full bibliographical information:

- authors’ first and last names (initials may be used instead of first names);
- title of journal article or chapter in book;
- title of journal, book, or monograph;
- book editors; and
- place of publication and publisher with the exception of journals.

Read citation examples below for style, including capitalization, use of italics and quotes, information cited, and spacing.

Works by the Same Author

- Cite all works by the author alone first; chronologically, earliest first. If there is more than one citation for the same year, use “a,” “b,” etc., with the date, according to the earliest month of publication; if the chronology is not clear from the publication information, use “a,” “b,” etc., according to the alphabetical order of the titles.

- For author plus one or more other authors: cite alphabetically according to the names of the second author (and chronologically as above if authors are the same for more than one work). If there is more than one citation for the same year for the same set of authors, use “a,” “b,” etc., as with a single author, above.

- Do not use “et al.” in this reference list. List all authors with each citation.

Italics: Use italics for titles of books, journals, and published monographs. Italics should be used for titles of articles that can “stand alone” as a published work.
Page Numbers: Specific page numbers for statistics, quotations, and other specific information should be included with the reference citation in the text, not in the reference list.

Inclusive page numbers for journal articles and book chapters should be cited in the reference list.

Note that the word “page” or the abbreviation “p.” is not used with page numbers.

Abbreviations of Names of States: Use Chicago Manual of Style abbreviations (not postal service abbreviations). For example, use Mont. instead of MT; Tenn. instead of TN; Calif. instead of CA.

Reference List Examples: Note carefully—the position of authors’ last names; placement of date; punctuation; spacing; capitalization; use of italics and quotation marks; citation of journal volumes, numbers and pages; and type of information given in citation.

Books


Journal Articles


Newspapers

Published Reports

Draft Reports

Some reports are circulated as "draft" for the purpose of receiving comments, so they should have the date they were issued for comment:


Unpublished Papers Presented at a Meeting

Personal Communications

Printed Proceedings

Webpages