

Quickview Documentation Guide

Book: One Author

Last name, first name. Title of book. Place of publication: Publisher, Date.

Example

Paulsen, Gary. Nightjohn. New York: Delacorte, 1993.

Book: Part of a Book

Last name, first name. "Title."(of article, chapter, poem, etc.) Title of book. author/ed of book. Place of Publication: Publisher, date. pages.

Example (short story, poem)

London, Jack. "Love of Life." Short Stories of Jack London. Ed. Erle Labor, Robert C Leitz III, and Milo Shepard. New York: Macmillan, 1990. 169-85.

Example (Reprinted article, essay)

Reference Book With an Author

Last name, first name. "Title of Article." Title of book. Volume and/or edition. Place of publication: Publisher, Date.

Example

Cokal, Susann. "Mary Poppins." St. James Encyclopedia of Popular Culture. Vol. 3. Detroit: St. James Press, 2000.

Magazine Article With an Author

Last name, first name. "Title of article." Title of magazine Date of publication: pages.

Example

Murphy, Austin. "End of an Epic." Sports Illustrated 4 Dec. 1995: 48-50.

Newspaper Article

(If a letter to the editor, include the word *letter* after the author's name.)

Last name, first name. "Title of article." Name of newspaper Date of publication, edition: section and page numbers.

Example

Hess, David, and Robert A. Rankin. "Government Foes Back to Work Today." Austin American-Statesman 20 Nov. 1995: A1.

Letter or Memo

Last name, first name. Subject line. Description (letter or memo). Recipient's name. Date.

Example

Peterson, Marshall. Letter to Peggy Leslie. 9 Sept. 1992.

Film or Video Recording

Title. Director. Performers, producer, etc. Original release date. Distributor. Medium, ie videocassette, videodisc, slide, filmstrip. Publisher, date.

Example

Lord of the Rings: Fellowship of the Ring. Dir. Peter Jackson. 19 December 2001. New Line Cinema. DVD. New Line Cinema, 2002.

Internet Site

Author. "Title of Article". Title of site. Name of editor of the site (if given). Electronic publication information. Date of access <Address>.

Example

"A Snapshot of Homelessness." The National Alliance to End Homelessness. 2000. 21 February 2004 <<http://www.endhomelessness.org/pub/tenyear/demograp.htm>>.

Online Database

Last name, first name. "Title of article." Title of site. Date of publication. Publisher, Place of publication. Date of access <Address>.

Example

"Chickenpox." Healthy Lives. 1996-2000. GlaxoWellcome, 14 Nov. 2000 <<http://12.4.5.33/chickenpox.html>>.

Online Image, Sound, Video Clip

Description/Title of image. Electronic medium. Date of download <Address>.

Example

Carnegie Hall Tour. Online Sound. 7 Oct. 1998 <<http://www.carnegiehall.org/visit/index.html>>.

Email, Listserv, and Newlist

Last name, first name. "Subject line from the posting." Date. Email to recipient's name. (Date of message). Address of the listserv or newlist (omit for email).

Example

Wise, Olga. "Re: Book Group Meeting." Email to Peggy Leslie. 9 Sept. 1996.