I. CITATIONS (FOR FOOTNOTES AND ENDNOTES)

1. How to cite a book.

Citation number. First and last name of the author(s), *Full Title of the Book in Italics* (place of publication: name of publishing company, year of publication), page number(s).

Note: For all note citations, indent the first line by hitting the ‘Tab’ button, as if starting a new paragraph. See below.

Example:


2. How to cite the book you have cited before.

Citation number. Last name of the author(s), *Main Title of the Book in Italics*, page number.

Example:


3. How to cite an article from a journal.

Citation number. First and last name of the author(s), “Full Title of the Article,” *Name of the Journal in Italics*, the volume and issue numbers of the journal (date of publication): page number(s).

Example:


4. How to cite an article from a journal you have cited before.

Citation number. Last name of the author(s), “Short version of the title,” page number.
Example:


5. How to cite an article from a book of articles.

   Citation Number. First and last name of the author(s), “Full Title of the Article,” in Full Title of the Book in Italics, ed. first and last name of the editor(s) (place of publication: name of publishing company, year of publication), page number(s).

   Example:


6. How to cite an article from a book of articles you have cited before.

   Citation number. Last name of the author(s), “Short Version of the Title,” page number(s).

   Example:


7. How to cite a different article from a book of articles you have cited before.

   Citation number. First and last name of the author(s), “Full Title of the Article,” in Main Title of the Book in Italics, ed. last name of the editor(s), page number.

   Example:

8. How to cite a book that has been translated from another language.

Citation number. First and last name of the author, *Full Title of the Book*, trans. first and last name of the translator(s) (place of publication: name of publishing company, year of publication), page number(s).

Example:


9. How to cite a work from a collection of works by the same author but edited by someone else.

Citation number. First and last name of the author, “Full Title of the Work,” in *Full Title of the Book*, ed. first and last name of the editor(s) (place of publication: name of publishing company, year of publication), page number(s).

Example:


10. How to cite a work from a collection of writings by the same author in which the name of the author is in the title of the book, and edited by someone else.

Citation number. *Full Title of the Book in Italics*, ed. first and last name of the editor(s) (place of publication: name of publishing company, year of publication), page number(s).

Example:


II. BIBLIOGRAPHY


Last name of the author, first name of the author. *Full Title of the Book in Italics*. Place of publication: name of publishing company, year of publication.

Note: For all bibliographical reference, indent the second line and all following lines so that the first line of a reference sticks out. See below.
Example:


2. *How to reference a book with more than one author.*

Last name of the author, first name of the author, first and last name of other author(s). *Full Title of the Book in Italics*. Place of publication: name of publishing company, year of publication.

Example:


3. *How to reference a book of articles or other works with more than one editor.*

Last name of the editor, first name of the editor, and first and last name of other editor(s) eds. *Full Title of the Book in Italics*. Place of publication: name of publishing company, year of publication.

Example:


4. *How to reference an article in a journal.*

Last name of the author, first name of the author. “Full Title of the Article.” *Title of the Journal in Italics*, volume and issue number of the journal (date of publication): the full page numbers of the entire article.

Example:


5. *How to reference an article in a book of articles.*

Last name of the author, first name of the author. “Full Title of the Article.” In *Full Title of the Book in Italics*, edited by first and last names of the editor(s), full page numbers of the entire article in the book. Place of publication: name of publishing company, year of publication.
Example:


6. **How to reference a book that has been translated from another language.**

Last name of the author, first name of the author. *Full Title of the Book in Italics.* Translated by first and last name of the translator. Place of publication: name of publishing company, year of publication.

Example:


7. **How to reference a work from a collection of works by the same author but edited by someone else.**

Last name of the author, first name of the author. *Full Title of the Book in Italics.* Edited by first and last name of the editor(s). Place of publication: name of publishing company, year of publication.

Example:


8. **How to reference a work from a collection of works by the same author in which the name of the author is in the title of the book, and edited by someone else.**

Last name of the author, first name of the author. *Full Title of the Book in Italics.* Edited by first and last name of the editor(s). Place of publication: name of publishing company, year of publication.

Example:

9. How to reference a book or an article by an author you have already referenced.

Once you have already referenced an author, you do not need to reference his or her name again in the bibliography. So for the second and all following works by the same author use the underline _____ instead of the name. For example, after I have already cite a book by Walter Ehrlich, the second and following book or article by him will not repeat his name:

