Notes and Bibliographies

- Notes and bibliographies should be single-spaced. Leave an extra line space between note and bibliographic entries.
- Label the first page of your back matter, and your comprehensive list of sources, “Bibliography” (for Notes and Bibliography style) or “References” (for Author Date style).
- Leave two blank lines between “Bibliography” or “References” and your first entry.
- Leave one blank line between remaining entries.
- List entries in letter-by-letter alphabetical order according to the first word in each entry.
- Use “and,” not an ampersand, “&,” for multi-author entries.
  - For two to three authors, write out all names.
  - For four to ten authors, write out all names in the bibliography but only the first author’s name plus “et al.” in notes and parenthetical citations.
  - Do not use access dates unless publication dates are unavailable.
  - Provide DOIs instead of URLs whenever possible.

Footnotes

- Note numbers should begin with “1” and follow consecutively throughout a given paper.
- In the text, note numbers are superscripted.
  - Note numbers should be placed at the end of the clause or sentence to which they refer and should be placed after any and all punctuation.
  - In the notes themselves, note numbers are full-sized, not raised, and followed by a period (superscripting note numbers in the notes themselves is also acceptable).
  - The first line of a footnote is indented .5” from the left margin.
  - Subsequent lines within a footnote should be formatted flush left.
  - Leave an extra line space between footnotes.

Templates and Examples

**Book (Note)**

Template

1. Firstname Lastname and Firstname Lastname, *Title of Book* (Place of publication: Publisher, Year of publication), page number.

Example


**Book (Bibliography)**

Template

Lastname, Firstname, and Firstname Lastname. *Title of Book*. Place of publication: Publisher, Year of publication.

Example

Journal Article (Note)

Template
Firstname Lastname, “Title of Article,” Title of Journal or Periodical volume number, no. issue number (Year of publication): page number, accessed date, website address.

Example

**If doi is known, insert after page number. For example, page number, doi: 10.1177/0003122413487197

Journal Article (Bibliography)

Template

Example

**If doi is known, insert after page range. For example, page range. doi: 10.1177/0003122413487197

Web sources (Note)

Template
1. Firstname Lastname, “Title of Web Page,” Publishing Organization or Name of Website in Italics, publication date and/or access date if available, URL.

Example

Web sources (Bibliography)

Template
Lastname, Firstname. “Title of Web Page.” Publishing Organization or Name of Website in Italics. Publication date and/or access date if available. URL.

Example