In-Text Citations
- When using a quote or paraphrasing, place a parenthetical citation with the last name of the author and the page number that the quote was found on. For example:
  “Organizations function more effectively when employees are willing to be good citizens and help each other in the workplace” (Deery, Iverson, and Zatzick 211).
- When the sentence already includes the last name of the author, the only thing to include at the end is the page number. For example:
  Deery, Iverson, and Zatzick conclude that “organizations function more effectively when employees are willing to be good citizens and help each other in the workplace” (211).
- All in-text citations should refer to an entry in the Works Cited list.

Works Cited/Bibliography
- References should appear on a new page at the end of the paper.
- List references alphabetically by the author’s last name.
- The first line of each reference should not be indented, but following lines must be indented ½ inch.
- Capitalize each word in the titles of articles and books.
- Maintain double-spaced formatting throughout the Works Cited list.
- If the source has more than one author, list authors in the order they appear on the source material. Use a comma between each author, and the word “and” before the final one.
  - For example: Jones, Ann, and Bob Smith.
- MLA Style no longer requires URLs to be listed in citations. URLs can change, and most sources can be found in multiple websites; and therefore, sources can be found using the source title in a simple search on the Internet.
- If the publication date is not provided use n.d. If a publisher is not provided, use n. p.

Citing Sources: Templates and Examples

Book
Template
Author’s last name, First name. Title of Book. Publication city, state/country: Publisher, Year of Publication. Medium of Publication.

Example

Chapter in a Book
Template
Author’s last name, First name. “Title of Chapter.” Title of the Book. Ed. Editor’s name(s). Publication city, state/country: Publisher, Year of Publication. Page range of entry. Medium of Publication.

Example

Questions? Contact Julie Peters, Library Director, 848-932-9608/jpeters@smlr.rutgers.edu
Journal Article

Template
Author’s last name, First name. “Title of article.” *Title of Journal or Periodical* volume number. issue number (Year of Publication) : pages. Medium of publication. Date of access.

Example

Journal Article from a Database

Template
Author’s last name, First name. “Title of article.” *Title of Journal or Periodical* volume number. issue number (Year of Publication) : pages. *Name of database*. Medium of publication. Date of access.

Example

Article on Website

Template
Author’s last name, First name. “Name of Article on Website.” *Name of Magazine or Main Website Name*. Publisher name if available, publication date. Medium of publication. Date of access.

Example

Blog Post

Template
Author’s last name, First name. “Title of Post.” *Name of Blog*. Name of sponsor or publisher of Blog, Blog date. Medium of Publication. Date of access.

Example