AUTHOR’S NAME

• Begin your citation with the author’s last name, followed by a comma, and the rest of the name.

  Examples:
  Bush, George W.
  Cather, Willa.
  Rowling, J. K.

• Ignore titles, affiliations, and degrees (King, Queen, Dr., PhD, Sir).

  Example:

  Name in source: Name in citation:
  Dr. John A. Smith Smith, John A.

• Include suffixes that are an essential part of the author’s name (Jr., Sr., IV).

  Examples:

  Name in source: Name in citation:
  Stanley J. Dawson IV Dawson, Stanley J., IV
  Bruce Jackson, Jr. Jackson, Bruce, Jr.

• Two authors: Include them in the order in which they appear in the source. Begin the first author’s name with the last name. Separate the two names with a comma and the word and.

  Example:

- **Three or more authors**: List only the first author’s name and follow it with a comma and *et al.* (Latin for “and others”).
  
  Example:
  

- **Editor** rather than an author. If the book has an editor but not an author, provide the editor’s name followed by *editor*.
  
  Example:
  

- **No author or editor**: If there is no author or editor, begin your citation with the title.
  
  Example:
  

**TITLE**

- Capitalize the first and last words in the title, the first word in the subtitle, and all principal words (nouns, pronouns, verbs, adjectives, adverbs, and subordinating conjunctions).

- Do not capitalize the following when they fall in the middle of a title:
  
  - Articles (*a, an, the*)
  - Prepositions (*against, as, between, in, of, to*)
  - Coordinating conjunctions (*and, but, for, or, yet*)
  - The *to* in infinitives (as in “How to Change a Tire”)

  Examples:
  
  *Attention-Deficit Hyperactivity Disorder: A Handbook for Diagnosis and Treatment*
  
  *One If By Land, Two If By Sea*
PUBLISHER’S NAME

- Omit The if it is the first word.
- Omit business abbreviations (Co., Corp., Inc., Ltd.)
- Abbreviate University (U) and Press (P)

PUBLICATION DATE

- Write the full date provided in the source.
- If providing the day, month, and year use the Day-Month-Year format.

  Example:

  28 June 2016


  Examples:

  2014 [source only provides a year]

  June 2016

  Spring 2014

  Mar.-Apr. 2016

  28 Sept. 2014