

Journal Article

Invert names so that the last name comes first, followed by a comma and the initials. Leave a space between initials. Retain the order of authors' names.

Place the year in parentheses. End with a period.

Capitalize only the first letter of the first word. For a two-part title, capitalize the first word of the second part of the title. Also capitalize proper nouns. Do not italicize. End with a period.

Author, A. A., & Author, B. B. (Year). Title of the article.

Name of the Periodical, volume(issue), #-#. <https://doi.org/xxxx>

Capitalize all major words in the periodical name. Follow with a comma. Italicize the periodical name (but not the comma after).

Italicize the volume number. Do not put a space between the volume number and the parentheses around the issue number.

Do not italicize the issue number or parentheses. Follow the parentheses with a comma. **No issue number?** That's okay. Follow the volume number with a comma.

Include the article page range. Use an en dash; do not put spaces around the en dash. End with a period.

Does the article have a DOI? Include a DOI for all works that have one. Do not put a period after the DOI.

Book

Invert names so that the last name comes first, followed by a comma and the initials. Leave a space between initials. Retain the order of authors' names.

Place the copyright year in parentheses. End with a period.

Capitalize only the first letter of the first word. For a two-part title, capitalize the first word of the second part of the title. Also capitalize proper nouns. Italicize the title. End with a period.

Author, A. A., & Author, B. B. (Copyright Year). *Title of the book* (7th ed.).

Publisher. DOI or URL

Include the name of the publisher, followed by a period. Do not include the publisher location. **Are there multiple publishers?** If so, separate them with a semicolon.

Does the book have a DOI? Include a DOI if available. Do not include a URL or database information for works from academic research databases. Include a URL for ebooks from other websites. Do not put a period after the DOI or URL.

Does the book have an edition or volume number? If so, include the number in parentheses after the title but before the period. If both, show edition first and volume second, separated by a comma. Do not put a period between the title and the parenthetical information.

Chapter in an Edited Book

Invert names so that the last name comes first, followed by a comma and the initials. Leave a space between initials. Retain the order of authors' names.

Place the copyright year in parentheses. End with a period.

Capitalize only the first letter of the first word. For a two-part title, capitalize the first word of the second part of the title. Also capitalize proper nouns. Do not italicize. End with a period.

Author, A. A., & Author, B. B. (Copyright Year). Title of the book chapter.

In A. A. Editor & B. B. Editor (Eds.), *Title of the book* (2nd ed., pp. #-#).

Publisher. DOI or URL

Write the word "In" and the initials and last name (not inverted) of each editor. Use "(Ed.)" for one editor or "(Eds.)" for multiple editors. End with a comma.

Provide the title of the book in which the chapter appears. Capitalize only the first letter of the first word. For a two-part title, capitalize the first word of the second part of the title. Also capitalize proper nouns. Italicize the book title.

Include the chapter page range. End with a period. **Does the book have an edition or volume number?** If so, include the number in parentheses before the page range. If both, show edition first and volume second, separated by a comma, before the page range. Do not put a period between the title and the parenthetical information.

Include the name of the publisher followed by a period. Do not include the publisher location. If there are multiple publishers, separate them with a semicolon.

Does the book have a DOI or URL? Include a DOI if available. Do not include a URL or database information for works from academic research databases. Include a URL for ebooks from other websites. Do not put a period after the DOI or URL.

Table 9.1 How to Create a Reference When Information Is Missing

Missing element	Solution	Template	
		Reference list entry	In-text citation
Nothing—all elements are present	Provide the author, date, title, and source of the work.	Author. (Date). Title. Source.	(Author, year) Author (year)
Author	Provide the title, date, and source.	Title. (Date). Source.	(Title, year) Title (year)
Date	Provide the author, write “n.d.” for “no date,” and then provide the title and source.	Author. (n.d.). Title. Source.	(Author, n.d.) Author (n.d.)
Title	Provide the author and date, describe the work in square brackets, and then provide the source.	Author. (Date). [Description of work]. Source.	(Author, year) Author (year)
Author and date	Provide the title, write “n.d.” for “no date,” and then provide the source.	Title. (n.d.). Source.	(Title, n.d.) Title (n.d.)
Author and title	Describe the work in square brackets, and then provide the date and source.	[Description of work]. (Date). Source.	([Description of work], year) [Description of work] (year)
Date and title	Provide the author, write “n.d.” for “no date,” describe the work in square brackets, and then provide the source.	Author. (n.d.). [Description of work]. Source.	(Author, n.d.) Author (n.d.)
Author, date, and title	Describe the work in square brackets, write “n.d.” for “no date,” and then provide the source.	[Description of work]. (n.d.). Source.	([Description of work], n.d.) [Description of work] (n.d.)
Source	Cite as a personal communication (see Section 8.9) or find another work to cite (see Section 9.37).	No reference list entry	(C. C. Communicator, personal communication, month day, year) C. C. Communicator (personal communication, month day, year)

Note. This table illustrates how reference category templates change when reference elements such as the author (Section 9.12), date (Section 9.17), title (Section 9.22), and/or source (Section 9.37) are missing. Italic formatting within the title or source varies by category and is not shown here. To create a reference list entry, follow the template for the work's reference category (see Section 9.1) and adjust the information as shown here.

9.5 Punctuation Within Reference List Entries

Use punctuation marks within reference list entries to group information.

- Ensure that a period appears after each reference element—that is, after the author, date, title, and source. However, do not put a period after a DOI or URL because it may interfere with link functionality.
- Use punctuation marks (usually commas or parentheses) between parts of the same reference element. For example, in a reference for a journal article, use a comma between each author's last name and initials and between different authors' names, between the journal name and the volume number, and between the journal issue number and the page numbers. Do not use a comma between the journal volume and issue numbers; place the issue number in parentheses instead (see Section 9.25 and Chapter 10, Example 1).