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REFERENCE LIST:

PERIODICALS

The reference page should be double-spaced.

GENERAL REFERENCE FORM:

Author's Last Name, First Initial. Second Initial. (year of publication/lowercase letter if necessary).

Article title: Subtitle. *Periodical Title*, volume (issue), page number(s).

Author, A. A., Author, B. B., & Author, C. C. (year). Title of article: Subtitle. *Title of Periodical*, xx(x), pp-pp.

Journal article, one author, paginated by volume:

Rozdilsky, J. L. (2010) Review of Rebecca Gilman's Play A True History of the Johnstown Flood: A Back to the Future View of Environmental Disasters. *Journal of Homeland Security and Emergency Management*, 7(1). Available at: <http://www.bepress.com/jhsem/vol7/iss1/54>

Journal article, two authors, paginated by issue:

Alexander, D. C., & Johnson, J. L. (2009). The creation of a U.S. Homeland Security Intelligence Academy. *Journal of Applied Security Research*, 4, 518-541. doi:10.1080/19361610903176336

Hamilton-Hancock, D. & Hemphill, L. (2010). The Role of Online Social Networking Sites in Promoting Health for Digital Natives and Immigrants. *Journal of the World Universities Forum*, 3(5). Retrieved from <http://ontheuniversity.com/2010/06/16/journal-of-the-world-universities-forum-volume-3-number-5/>

Journal article, three to five authors:

Kelley, R. M., Denny, G., & Young, M. E. (1998). Abbreviated Hare Self-Esteem Scale: Internal consistency and factor analysis. *American Journal of Health Studies*, 13, 180-186.

Marchand, H. A., Terry, P. K., Oden, L.S., Gebrewold, F., & Doyle, C.R. (2010). Emergency health communication interventions for the hard-to-reach homeless. *Law Enforcement Executive Forum*, 10(3), 141-150.

Rozdilsky, J. L., Bezold, M. P., Johnson, J. L., Kelley, R. M., & Parsons, N. P. (2011). Reflections on the development of an undergraduate Emergency Management program: The experiences of Western Illinois University. *Journal of Homeland Security and Emergency Management*, 8(2), Article 7.

Journal article six or more authors:

Kneip, R. C., Delamater, A. M., Ismond, T., Milford, C., Salvia, I., & Schwartz, D. (1993). Self- and spouse ratings of anger and hostility as predictors of coronary heart disease. *Health Psychology*, 12, 301-306.



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- After the sixth author's name and initial, use "et al." to indicate the remaining authors of the article.
- In text, use the following parenthetical citation each time (including the first) the work is cited: (Kneip et al., 1993).

Magazine article:

Posner, M. I. (1993, October 29). Seeing the mind. *Science*, 262, 673-674.

- Give the date shown on the publication – month for monthlies or month and day for weeklies.
- Give the volume number.

Newsletter article:

Brown, L. S. (1993, Spring). Antidomination training as a central component of diversity in clinical psychology education. *The Clinical Psychologist*, 46, 83-87.

- Give the date as it appears on the issue.
- Give a volume number.

Newsletter article, no author:

The new health care lexicon. (1993, August/September). *Copy Editor*, 4, 1-2.

- Alphabetize works with no author by the first significant word in the title.
- In text, use a short title (or a full title if it's short) for the parenthetical citation: ("The New Health Care Lexicon," 1993).
- Give volume number.

Daily newspaper article, no author:

New drug appears to sharply cut risk of death from heart failure. (1993, July 15). *The Washington Post*, p. 12.

- Alphabetize works with no author by first significant word in the title.
- In text, use a short title for the parenthetical citation: ("New Drug," 1993).
- Precede page numbers for newspaper articles with "p." or "pp."

Daily newspaper article, discontinuous pages:

Schwartz, J. (1993, September 30). Obesity affects economic, social status. *The Washington Post*, pp. A1, A4.

- If an article appears on discontinuous pages, give all page numbers, and separate the numbers with a comma (e.g., pp. B1, B3, B5-B7).



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Weekly newspaper article, letter to the editor:

Berkowitz, A. D. (2000, November 24). How to tackle the problem of student drinking [Letter to the editor]. *The Chronicle of Higher Education*, p. B20.



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REFERENCE LIST:

BOOKS

The reference page should be double-spaced.

GENERAL REFERENCE FORM FOR BOOKS

Author's Last Name, First Initial. Second Initial. (year of publication/lowercase letter if necessary). *Title:*
Subtitle. City, State of Publication: Name of Publisher.

Author, A. A. (2008). *Title of work.* Location: Publisher.

Author, A. A. (2008). *Title of work.* Retrieved from <http://www.xxxxxxx>

Author, A. A. (2008). *Title of work.* doi: xxxxxxxxxxxx

Editor, A. A. (ed.). (2008). *Title of work.* Location: Publisher.

An entire book:

Cone, J. D., & Foster, S. L. (1993). *Dissertation and theses from start to finish: Psychology and related fields.* Washington, DC: American Psychology Association.

Book, edition other than first, Jr. in name:

Mitchell, T. R., & Larson, J. R., Jr. (1987). *People in organizations: An introduction to organizational behavior* (3rd ed.). New York: McGraw-Hill.

Book, group author (Government agency) as publisher:

Australian Bureau of Statistics. (1991). *Estimated resident population by age and sex in statistical local areas, New South Wales, June 1990* (N. 3209.1). Canberra, Australian Capital Territory: Author.

- Alphabetize group authors by the first significant word of the name.
- When the author and publisher are identical, use the word *Author* as the name of the publisher.

Edited book:

Gibbs, J. T., & Huang, L. N. (Eds.). (1991). *Children of color: Psychological interventions with minority youth.* San Francisco: Jossey-Bass.

Article or chapter in an edited book:



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Author, A. A., & Author, B. B. (2008). Title of chapter or entry. In A. Editor, B. Editor, & C. Editor (Eds.), *Title of book* (pp. xxx-xxx). Location: Publisher.

Author, A. A., & Author, B. B. (2008). Title of chapter or entry. In A. Editor, & B. Editor (Eds.), *Title of book* (pp. xxx-xxx). Retrieved from <http://www.xxxxxxx>

Author, A. A., & Author, B. B. (2008). Title of chapter or entry. In A. Editor (Ed.), *Title of book* (pp. xxx-xxx). doi:xxxxxxxx

Rozdilsky, J. L. (2009). Emergency Management in Israel: Context and characteristics. In D. McEntire (Ed.), *Comparative Emergency Management: Understanding disaster policies, organizations, and initiatives from around the world*. Emmitsburg, MD: FEMA Emergency Management Higher Education Program. Retrieved from <http://www.training.fema.gov/emiweb/edu/CompEmMgmtBookProject.asp>

Urby, Jr., H., McEntire, D. A., & Peters, E.J. (2009). Peru: An Andean country with significant disaster and emergency management challenges. In D. McEntire (Ed.), *Comparative Emergency Management: Understanding disaster policies, organizations, and initiatives from around the world*. Emmitsburg, MD: FEMA Emergency Management Higher Education Program. Retrieved from <http://www.training.fema.gov/emiweb/edu/CompEmMgmtBookProject.asp>

Clerc, J.M. (2012). Student Learning Outcomes: The Details. In *Teaching with Student Learning Outcomes*. Upper Saddle River, N.J.: Pearson.

- For a chapter in a book that is not edited, include the word *In* before the book title.

Book, no author or editor:

Merriam-Webster's collegiate dictionary (10th ed.). Springfield, MA: Merriam-Webster.

- Place the title in the author position.
- Alphabetize books with no author or editor by the first significant word in the title.
- In text, use a few words of the title, or the whole title if it's short, in place of an author name in the citation: (*Ten Practices*, 2000).

Encyclopedia or dictionary:

Sadie, S. (ed.). (1980). *The new Grove dictionary of music and musicians* (6th ed., Vols. 1-20). London: Macmillan.

- For a major reference works with a large editorial board, you may list the name of the lead editor, followed by "et al."



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Non-English book:

Paiget, J., & Inhelder, B. (1951). *La genese de l' idee de hazard chez l' enfant* [The origin of the idea of chance in the child]. Paris: Presses Universitaires de France.

- If the original version of a non-English book is used as the source, cite the original version: Give the original title and, in brackets, the English translation.

English translation of a book:

Laplace, P. S. (1951). *A philosophical essay on probabilities*. (F. W. Truscott & F. L. Emory, Trans.). New York: Dover. (Original work published in 1814).

- If the English translation of a non-English book is used as the source, cite the English translation: Give the English title without brackets.
- In text, cite the original publication date and the date of translation: (Laplace, 1814/1951).



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REFERENCE LIST:

ELECTRONIC MEDIA

The reference page should be double-spaced.

GENERAL FORMAT FOR ELECTRONIC MEDIA:

Author's Last Name, First Initial. Second Initial. (year of publication/lowercase letter if necessary).
Article title: Subtitle. Retrieval information

PERIODICALS

Journal article with DOI:

Alexander, D. C., & Johnson, J. L. (2009). The creation of a U.S. Homeland Security Intelligence Academy. *Journal of Applied Security Research*, 4, 518-541. doi:10.1080/19361610903176336

Alexander, D. C., & Johnson, J. L. (2009). Academic studies at a federal homeland security intelligence undergraduate academy. *Security*, 46(7), 56-57. Retrieved from http://www.securitymagazine.com/Articles/Industry_News/BNP_GUID_9-5-2006_A_10000000000000633593

Alexander, D. C., & Johnson, J. L. (2009). Pathway to reality: The establishment of the Homeland Security Intelligence Academy. *Security*, 46(8), 46-48. Retrieved from http://www.securitymagazine.com/Articles/Feature_Article/BNP_GUID_9-5-006_A_10000000000000640729

Zullig, K. J., & Divin, A. L. (2012). The association between non-medical prescription drug use, depressive symptoms, and suicidality among college students. *Addictive Behaviors*. doi: 10.1016/j.addbeh.2012.02.008

Journal article with DOI, more than seven authors :

Gilbert, D. G., McClernon, J. F., Rabinovich, N. E., Sugai, C., Plath, L. C., Asgaard, G., . . . Botros, N. (2004). Effects of quitting smoking on EEG activation and attention lasts for more than 31 days and are more severe with stress, dependence, DRD2 A1 allele, and depressive traits. *Nicotine and Tobacco Research*, 6, 249-267. doi: 10.1080/1462220041001676305

Journal article without DOI (when DOI is not available):

Hamilton-Hancock, D. & Hemphill, L. (2010). The Role of Online Social Networking Sites in Promoting Health for Digital Natives and Immigrants. *Journal of the World Universities Forum*, 3(5). Retrieved from <http://ontheuniversity.com/2010/06/16/journal-of-the-world-universities-forum-volume-3-number-5/>

Kelley, R. M., Ball, M., Cerullo, J., & Trunova, E. (2004). HIV and STD Knowledge, Sexual Behaviors and Drug Taking Behaviors of Adolescents in southern Russia. *The International Electronic Journal of Health*



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Education, 7, 20-26. Retrieved from
http://www.aahperd.org/aahe/publications/iejhe/upload/04_R_Kelley.pdf

Rozdilsky, J. L., Bezold, M. P., Johnson, J. L., Kelley, R. M., & Parsons, N. P. (2011). Reflections on the development of an undergraduate Emergency Management program: The experiences of Western Illinois University. *Journal of Homeland Security and Emergency Management*, 8(2), Article 7.

Article in an Internet-only Journal:

Fredrickson, B. L. (2000, March 7). Cultivating positive emotions to optimize health and well-being. *Prevention & Treatment*, 3, Article 0001a. Retrieved November 20, 2000 from
<http://journals.apa.org/prevention/volume3/pre003001a.html>

Article from an internet-only newsletter, information portal, or newsgroup:

Sikich, G. W., & Rozdilsky, J. L. (2012, March 10). Business continuity considerations for the Chicago NATO Summit [Online newsgroup]. Retrieved from [http:// http://www.continuitycentral.com/feature0977.html](http://http://www.continuitycentral.com/feature0977.html)

Glueckauf, R. L., Whitton, J., Baxter, J., Kain, J., Vogelgesang, S., Hudson, M., et al. (1998, July). Videocounseling for families of rural teens with epilepsy – Project update. *Telehealth News*, 2(2). Retrieved March 30, 2002, from <http://www.telehealth.net/subscribe/newsletr4a.html>

- Use the complete publication date given on the article.
- Note that there are no page numbers.
- If volume and issue numbers are not used, the name of the periodical is all that can be provided in the reference.
- Whenever possible, the URL should link directly to the article.

NONPERIODICAL DOCUMENTS ON THE INTERNET

Multipage document created by private organization, No date:

Greater New Milford (Ct) Area Health Community 2000, Task Force on Teen and Adolescent Issues. (n.d.). *Who has time for a family meal? You do!* Retrieved October, 5, 2000 from <http://www.familymealtime.org>

Chapter or section in an internet document:

Benton Foundation. (1998, July 7). Barriers to closing the gap. In *Losing ground bit by bit: Low-income communities in the information age* (chap.2). Retrieved August, 18, 2001, from
<http://www.benton.org/Library/Low-Income/two.html>

- Use a chapter or section identifier (if available) in place of page numbers.
- Provide a URL that links directly to the chapter or section.



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Stand-alone document, no author identified, no date:

GVU's 8th WWW user survey. (n.d.). Retrieved August 8, 2000, from
<http://www.cc.gatech.edu/gvu/usersurveys/survey1997-10/>

- If the author of a document is not identified, begin the reference with the title of the document.

Message posted to a newsgroup, online forum, or discussion group:

Sikich, G. W., & Rozdilsky, J. L. (2012, March 10). Business continuity considerations for the Chicago NATO Summit [Online newsgroup]. Retrieved from [http:// http://www.continuitycentral.com/feature0977.html](http://http://www.continuitycentral.com/feature0977.html)

Blog post:

PZ Myers. (2007, January 22). The unfortunate prerequisites and consequences of partitioning your mind [Web log post]. Retrieved from http://scienceblogs.com/pharyngula/2007/01/the_unfortunate_prerequisites.php

Blog comment:

MiddleKid. (2007, January 22). Re: The unfortunate prerequisites and consequences of partitioning your mind [Web log comment]. Retrieved from
http://scienceblogs.com/pharyngula/2007/01/the_unfortunate_prerequisites.php

Document available on a university program or department website:

Chou, L., McClintock, R., Moretti, F., & Nix, D. J. (1993). *Technology and education: New wine in new bottles: Choosing pasts and imagining education figures*. Retrieved August 24, 2000, from Columbia University, Institute for Learning Technologies Web site:
<http://www.ilt.columbia.edu/publications/papers/newwine1.html>

- If a document is contained within a larger and complex Web site (such as that for a university or a government agency), identify the host organization and the relevant program or department before giving the URL for the document itself. Precede the URL with a colon.

CITATIONS IN TEXT OF ELECTRONIC MATERIAL:

1. E-mail communications should be cited as personal communications and are not cited in the reference list.

L. A. Chafez (personal communication, March 28, 1997)



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2. To cite a specific part of a source, indicate the page, chapter, figure, table, or equation at the appropriate point in the text. Always give page numbers for quotation. Note that the words page and chapter are abbreviated in such text citations:

(Cheek & Buss, 1981, p. 332)

(Shimamura, 1989, chap. 3)

3. For electronic sources that do not provide page numbers, use the paragraph number, if available, preceded by the paragraph symbol or the abbreviation *para*. If neither paragraph nor page numbers are visible, cite the heading and the number of the paragraph following it to direct the reader to the location of the materials.

(Myers, 2000, ¶ 5)

(Beutler, 2000, Conclusion section, para. 1).



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REFERENCE LIST:

MISCELLANEOUS SOURCES

The reference page should be double-spaced.

Brochure, corporate author:

Research and Training Center on Independent Living. (1993). *Guidelines for reporting and writing about people with disabilities* (4th ed.) [Brochure]. Lawrence, KS: Author.

- Format references to brochures the same way as those in entire books.
- In brackets, identify the publication as a brochure.
- Use the word "Author" and the publisher location.

Entry in an Encyclopedia:

Bergmann, P. G. (1993). Relativity. In *The new encyclopedia Britannica* (Vol. 26, pp. 501-508). Chicago: Encyclopedia Britannica.

- If an entry has no *by-line* (i.e., if the author is not identified), begin the reference with the entry title and publication date.

Technical and research reports:

Mazzeo, J., Druesne, B., Raffeld, P. C., Checketts, K. T., & Muhlstein, A. (1991). *Comparability of computer and paper-and-pencil scores for two CLEP general examinations* (College Board Rep. No. 91-5). Princeton, NJ: Educational Testing Service.

Report from a university:

Broadhurst, R. G., & Maller, R. A. (1991). *Sex offending and recidivism* (Tech. Rep. No. 3). Nedlands, Western Australia: University of Western Australia, Crime Research Centre.

Report from a private organization:

Employee Benefit Research Institute. (1992, February). *Sources of health insurance and characteristics of the uninsured* (Issue Brief No. 123). Washington, DC: Author.

- Use this form for issue briefs, working papers, and other corporate documents, with the appropriate document number of retrieval in parentheses.

Unpublished doctoral dissertation or master's thesis:



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Wilfley, D. E. (1989). *Interpersonal analysis of bulimia: Normal-weight and obese*. Unpublished doctoral dissertation, University of Missouri, Columbia.

Review of a book:

Baumeister, R. F. (1993). Exposing the self-knowledge myth [Review of the book *The self-knower: A hero under control*]. *Contemporary Psychology*, 38, 466-467.

Television broadcast:

Crystal, L. (Executive Producer). (1993, October 11). *The MacNeil/Lehrer news hour*. New York and Washington, DC: Public Broadcasting Service.

Television series:

Miller, R. (Producer). (1989). *The Mind*. [Television series]. New York: WNET.

Single episode from a television series:

Hall, B. (Writer), & Bender, J. (Director). (1991). The rules of the game [Television series episode]. In J. Sander (Producer, *I'll fly away*. New York: New York Broadcasting Company.

- In the author position, list the script writer(s) first, followed by the director; identify functions in parentheses after the names.
- Place the producer of the series in the editor position.

Music recording:

Shocked, M. (1992). Over the waterfall. *On Arkansas traveler* [CD]. New York: PolyGram Music.

Music recording by artist other than writer:

Goodenough, J. B. (1982). Tails and trotters [Recorded by G. Bok, A. Mayo, & E. Trickett]. On *And so will we yet* [CD]. Sharon, CT: Folk-Legacy Records. (1990)

- In text citations, include side and band or track numbers: "Tails and Trotters" (Goodenough, 1982, track 5).