Print Sources

Books, Basic Format:

Author, A. A. (Year of publication). *Title of work: Capital letter also for first word in subtitle*. Location: Publisher.

[For location, always list the city and state using the two letter postal abbreviation without periods (Chicago, IL). For books with multiple authors, always place the ampersand symbol (“&”) before the last author. Second line of citation and any subsequent lines are indented 0.5 inch.]

A book with one author:


A book with two authors:


A book with three authors:


A book with four or more authors (follow this format for up to and including seven authors):


An edited book:

**A book other than first edition:**


**A book other than first edition with an editor:**


**Article or chapter by another author in an edited book:**


**A previously published journal article in an anthology (CLC, Short Story Criticism, etc.):**


**A research journal article paginated by volume:**


**A research journal article paginated by issue:**

An image:


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**Online/Electronic Sources**

**eBook, Google Books:**


**Journal Article in database (Academic Search Premier, Literary Reference Center, etc.):**

Book chapter reprinted in Literary Ref Center database:


CQ Researcher Report from NCLive:


[NOTE: Example above is CQ’s version of APA format for this CQ Researcher report. Since page numbers do not appear in the online version that students use, content is stable and retrieval date is irrelevant, online versions are listed by issue and volume number and we do not know if the URL would work off-campus away from proxy network, below is another version]:


Retrieved June 15, 2010 from CQ Researcher Online.

Newspaper Article found through an online database such as NCLive:


Newspaper article found on a newspaper’s web page:


Personal Communication (email, chat, texts, online discussion boards, personal interviews; these are not listed in the reference list; cite as “personal communication” within your paper. Cite the source in parentheses, using the communicator’s full name (if you have not already stated it in your sentence) and the date of the message):

(Eleanor Perkins, personal communication, January 08, 2012).

Councilman David Pearson also claimed that many residents had difficulties with the garbage collection schedule (personal communication, November 3, 2012).

Facebook Post:

[When the post date is unknown, use n.d. for “no date”. Page type examples include fan page, group page, political page, etc. When the date can be reasonably certain but isn’t stated on the document, use a bracketed date and “ca.”]

The Concord Coalition. [2013, January 16]. In Facebook [Group page]. Retrieved February 1, 2013 from https://www.facebook.com/ConcordCoalition


Twitter Content:

[Place twitter poster’s user name at beginning of cite. The first URL is the post URL; the next one is the user’s Twitter account URL.]

mtgrove. (2013, February 5). Yes war is a terrible thing, you know what’s more terrible? Going to work on a sunny morning and having someone fly a plane into your office: https://twitter.com/mtgrove/status/298764865005318145 [Twitter Post]. Retrieved from https://twitter.com/mtgrove

Recommended by the RCC English Faculty
in cooperation with James Library
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