7th Edition
Quick Reference Guide

**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.

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).

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.

Capitalize 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.

**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.


Publisher. DOI or URL

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.

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

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

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.

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

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Credit: Melanie R. Fowler, Florida Southern College