



Basic Rules to Remember:

1. **Pay attention to words that are capitalized and words that are not.**
 - a. Article titles only capitalize the first word.
 - b. When typing the name of a Journal each important word is capitalized.
2. Italics, spacing and punctuation matter.
3. The font must be Times New Roman size 12.
4. For more information visit the following websites:
 - a. OWL Purdue (online writing lab)
<http://owl.english.purdue.edu/owl/>
 - b. Citation Fox
<http://library.albany.edu/cfox>
 - c. Knight Cite
<http://www.calvin.edu/library/knightcite/>

Article from an Online Database	Author Last name, First initial. Middle initial. (Year). Title of article. <i>Title of Journal</i> , vol(issue #). Retrieved Month Day, Year, from database name.	William, C., Moore, R. S., & Pettegrew, D. (2008). Surveying late antique Cyprus. <i>Near Eastern Archaeology</i> 71(1/2). Retrieved March 12, 2009, from Academic Search Premier database.
A Whole Website	Author Last name, First initial. Middle initial. (Year). <i>Title of webpage</i> . Retrieved Month Day, Year, from URL.	American Dietetic Association. (2009). <i>Eat. Right</i> . Retrieved March 24, 2009, from http://www.eatright.org .
A Page from a Website	Author Last name, First initial. Middle initial. (Year). Title of webpage. <i>Title of Website</i> . Retrieved Month Day, Year, from URL.	U.S. Bureau of Labor Statistics. (2009). Subject areas. <i>Occupational Outlook Handbook 2008-2009 Edition</i> . Retrieved March 24, 2009, from http://www.bls.gov/bls/proghome.htm .
Article from a Newspaper website	Author Last name, First initial. Middle initial. (Year, Month Day). Title of article. <i>Title of Newspaper</i> . Retrieved from URL.	Ackerman, B. (2009 March 24). Mohawk valley officials plans spring cleaning. <i>Observer Dispatch</i> . Retrieved from http://www.uticaod.com .
Movie (film, video, or DVD)	Last name, First initial. Middle initial (Director). (Year). <i>Name of movie</i> [Motion Picture]. Country: Name of Studio.	Campbell, M. (Director). (1995). <i>GoldenEye</i> . [Motion Picture]. United States: MGM.
Television Episode	Last name, First initial. Middle initial (Writer), & Last name, First initial. Middle initial (Director). (Year). Title of episode [Television series episode]. In First initial. Last name (Executive Producer), <i>Name of television show</i> . City: Television Network.	Schwartz, J. (Writer), & Toynton, I. (Director). (2007). The groundhog day [Television series episode]. In McG (Executive Producer), <i>The O.C.</i> [Television broadcast]. Utica-Rome: WFXZ.
Television Series or Single Television Broadcast (example: PBS special)	Last name, First initial. Middle initial. (Executive Producer). (Year, Month Day). <i>Name of television show</i> [Television series or Television broadcast]. City, State: Television Network.	McG (Executive Producer). (2007). <i>The O.C.</i> [Television series]. Utica-Rome: WFXZ.