



### 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/>

<p><b>Book with one Author</b></p>	<p>Author last name, First initial. Middle initial. (year).  <i>Name of book.</i> City:Publisher.</p>	<p>Wolfe, K. L. (2010). <i>So you want to be a tv presenter?</i>  Great Britain: Nick Hern Books.</p>
<p><b>Book with TWO Authors:</b></p>	<p>Author last name, First initial. Middle initial. &amp;  Author last name, First initial. Middle initial.  (year). <i>Name of book.</i> City:Publisher.</p>	<p>Wolfe, K. L. &amp; Greene, M. J. (2010). <i>So you want to be a tv presenter?</i> Great Britain: Nick Hern Books.</p>
<p><b>Book with Editor</b></p>	<p>Author last name, First initial. Middle initial. (Ed.).  (year). <i>Name of book.</i> City:Publisher.</p>	<p>Reid, H. (Ed.). (2003). <i>The research process.</i> New York: Simon and Shuester.</p>
<p><b>Entry from an Encyclopedia</b>  *If there is no author, begin with the name of the entry and then type the date.</p>	<p>Author last name, First initial. Middle initial. (year).  Name of entry. In <i>title of book.</i> (Vol. #, pp. #-#).  City:Publisher.</p>	<p>Smith, R. (2012). Lizards. In <i>Encyclopedia of Reptiles.</i> (Vol. 1, pp. 67-75). San Francisco: McGraw.</p>
<p><b>Journal Article or Magazine in print</b></p>	<p>Author last name, First initial. Middle initial. (year).  Title of article. <i>Name of Journal,</i> volume(issue),  page #s.</p>	<p>Morre, A. T. (2008). Hot summers affect crops. <i>Journal of Weather,</i> 23(5), 13-15.</p>
<p><b>Newspaper article</b></p>	<p>Author last name, First initial. Middle initial.  (year, month day). Title of article. <i>Name of Newspaper,</i> pp. #'s.</p>	<p>Smith, P. (2012 September 16). Record high temperatures. <i>New York Times,</i> C14.</p>