Review of key points on formatting citations

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Asha’s 4 basic principles for formatting citations

1. Make it easy for readers to find your source (provide complete information)
2. Keep the entries as brief as possible
3. Be consistent
4. Be persnickety (Menand: “Every error is an error of substance, a betrayal of ignorance and inexperience, the academic equivalent of the double dribble.”)

A Turabian Tip

For basic types of sources, start by consulting the templates shown in Figure 16.1, pages 146-148 (8th edition).

Notes on common errors to avoid

Bibliography entry:


Formatting details to note:

• The comma after “Jennifer.”
• The “title-style” capitalization of the article and journal titles.
• Formatting of the volume and issue number.
• Do NOT included information on the database within which you found the article. This URL isn’t needed for journals, since they have a stand-alone identity outside a database.
• The period at the end of the entry.
• The hanging indent. (FYI, MS Word can format these indents automatically.)

1 Louis Menand, “The Nightmare of Citation,” The New Yorker, October 6, 2003, 120.
Footnote:


Formatting details to note:

- For major reports, I recommend following book-style formatting.
- Commas, not periods, separating the elements of the citation (unlike in the bibliography).
- The publication information goes within parentheses (unlike in the bibliography).
- There is no comma right before the opening parenthesis.
- Put “no date” in the publication info if you can’t find the publication date.
- Note that you need to add both the URL and date you accessed by the material.

Citing material retrieved via searches of a database or similar web resource

Here are two examples of a suggested format to use for citing data you retrieve via a web search of some kind (and where the exact page URL is long and ugly, or likely to be unstable).


b Data retrieved from search on topic or table name “DP02” and state, county, or place “San Jose city, California” in American FactFinder, accessed November 4, 2014, factfinder2.census.gov/faces/nav/jsf/pages/searchresults.xhtml?refresh=t.