

# Use and Formatting of In-Text Citations and References

Ronald B. Mitchell

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Use footnotes sparingly and only to add text that you feel is important to the argument but would break up the flow of the argument if included as text. For all citations, use the in-text citation method described here.

## FORMAT FOR IN-TEXT CITATIONS

IN-TEXT CITATIONS are the components of author, year, and page that you insert in the text of the document.

General rules for IN-TEXT CITATIONS are:

- Use page numbers for citations whenever citing a specific quote.
- All in-text citations use the following form (Author Year, pages ) or (Author, Author, and Author Year, pages).
- Do not put a comma between author and year but do put one between year and pages.
- Punctuation sequence is (there is NOT a period within the quotation marks):  
no period- close quote-space-open parenthesis-author last name-space-year-comma-space-page number-close parenthesis-period
- Two citations are separated by a semicolon.
- You must include a page number if you are using an exact quotation, and you should use a page number if the idea being cited does not constitute the overall theme of the book or article, but is a specific subpoint.
- Examples:
  - **Direct quote:** "Call me Ishmael" (Melville 1978, 1).
  - **Paraphrase:** All unhappy families are different (Tolstoy 1954, 1).
  - **Argument summary:** Many authors rank Melville as the best American author (Smith, 1962; Jones, 1978).

## FORMAT FOR REFERENCES

REFERENCES are the full description of an article, chapter, book, website, etc. that are placed as entries in the "Works Cited" or "Bibliography" section at the end of your paper. They clarify the IN-TEXT CITATIONS that are placed in the body of the paper. General rules for REFERENCES are:

- **All** reference types use the following order: Author (last name first) – Year – Title – Source.
- In multi-authored references, second and subsequent author is first name first.
- Journal articles: include volume number, issue number, date, and pages – yes, you need them all.
- Parts of titles in quotes are capitalized like sentences, parts of titles italicized are formatted with all significant words capitalized.
- In websites, make sure to include date of document if available, but always date accessed.
- Punctuation rules: Periods inside (not outside) quote marks of title. Period after author(s), year, title, source.

### ***Journal Article:***

Keohane, Robert O. 1986. "Reciprocity in international relations." *International Organization* 40:1 (Winter), 1-27.  
Jacobson, Harold K., and Edith Brown Weiss. 1995. "Improving compliance with international environmental accords." *Global Governance* 1:2 (June), 119-148.

### ***Book:***

Litfin, Karen T. 1994. *Ozone Discourses: Science and Politics in Global Environmental Cooperation*. New York: Columbia University Press.  
M'Gonigle, R. Michael, and Mark W. Zacher. 1979. *Pollution, politics, and international law: tankers at sea*. Berkeley, CA: University of California Press.

***Edited book:***

- Katzenstein, Peter, ed. 1996. *The Culture of National Security: Norms and Identity in World Politics*. New York: Columbia University Press.
- Haas, Peter M., Robert O. Keohane, and Marc A. Levy, eds. 1993. *Institutions for the Earth: Sources of Effective International Environmental Protection*. Cambridge, MA: The MIT Press.

***Chapter in edited book:***

- Young, Oran. 1983. "Regime dynamics: the rise and fall of international regimes." In *International Regimes*, ed. Stephen D. Krasner. Ithaca, NY: Cornell University Press, 93-113.
- Axelrod, Robert, and Robert O. Keohane. 1986. "Achieving cooperation under anarchy: strategies and institutions." In *Cooperation under Anarchy*, ed. Kenneth Oye. Princeton, NJ: Princeton University Press, 226-254.

***Dissertation:***

- Trexler, Mark C. 1989. "The Convention on International Trade in Endangered Species of Wild Fauna and Flora: political or conservation success?" Doctoral dissertation. University of California, Berkeley, CA.

***Web site:***

- UNFCCC Secretariat. 1997. *Kyoto Protocol to the UN Framework Convention on Climate Change*. Bonn, Germany: UNFCCC Secretariat (<http://www.unfccc.de/fccc/docs/cop3/protocol.html>). Document dated: 11 December 1997. Document accessed: 5 January 2000.
- Ramsar Convention Bureau. 1996. *Management Guidance Procedure Report Issued for Nariva Swamp*. Gland, Switzerland: Ramsar Convention Bureau (<http://iucn.org/themes/ramsar/w.n.nariva.htm>). Document dated: 16 October 1996. Document accessed: 5 January 2000.