

HOW TO DOCUMENT YOUR RESEARCH SOURCES

- 1.) All your sources must be "introduced" and "referred" to in your text.
- 2.) Every paragraph must contain one or more parenthetical citation - (Source, Date).
- 3.) All sources used in your text must be correctly referenced in your Works Cited section.
Your Works Cited section must be on a separate page.
Your Works Cited section must contain all citations used in your text.
Your Works Cited section must be organized alphabetically and by category.

Books: Always list alphabetically by author's last name.

Last Name, Initials. Year. *Title of Book*. Place: Publisher.

Example:

Lehman, H.C. 1953. *Age and Achievement*. Princeton: Princeton University Press

Internet Sources: Always list alphabetically by author's last name or title of page/document.

Last name, Initials. Year. *Title of Page/Document*. Name of Organization.

Available at: website URL address

Example:

Perkins, S.C. 1997. *Indigenous Peoples Rights Under International Law*. American Association of Law Libraries. Available at: www.ux.wlu.edu/lawlibraries/articles/1992/perkins.htm

OR - if no author:

Title of Page/Document. Year. Name of Organization. Available at: web URL address

Example:

Nau Paka Kahakai. 2007. University of Hawaii, Department of Environmental Studies. Available at: www.uh.edu/deptofenvironmentalstudies/nativeplants/naupaka.htm

Magazine Articles: Always list alphabetically by author's last name.

Last name, First name. Year. Title of Article. *Name of Magazine*. Season or Month, Volume, Number.

Example:

Kikboutu, Amgwani. 2004. Persian Gulf Struggles to Recover. National Geographic Magazine. November, Volume 100, #11.

Journal Articles: Always list alphabetically by author's last name.

Last name, Ints. Year. Title of Article. *Name of Journal*. Issue Number: Page numbers.

Example:

Lewis, E.B. 1997. Lueukemia and Ionizing Radiation. *Science* 125:965-72.

Newspaper Articles: Always list alphabetically by author's last name.

Last name, First name. Year. "Name of Article". Name of Newspaper. Date of paper, page.

Example:

Hastings, Barbara. 2003. "Saving Hanauma Bay". *Honolulu Advertiser*. July 31, A8.

(continued next page...)

Tables, Charts, Pictures, Graphics, and other Illustrations:

You must label all illustrations and graphics that you refer to in your text - (for example you might say: see illustration; or refer to table 1). If you have borrowed the illustration from another source, you must properly cite the source at the location the illustration is used in your text (Source, Date). Put the citation at the lower right hand corner of the illustration. Complete bibliographical information must also be included in your Works Cited section under a special category labeled "illustrations."

Bibliographical information should include:

Name of Photographer/Creator (or organization if there is no individual name).
Date of Photo/Illustration (or date of retrieval). **Name of the Photo or Illustration** (if named). **Name of Publication or Website** (from which the photo/illustration was retrieved). **Name of organization** (if not used at beginning). **Place of publication: Publisher** (if known)...
or, **Available at: web URL address** (if taken from the internet).

Example:

Starchild, Adorable. 2009. *Hiking the Ala Kahakai*. Student Academic Resource Services, Inc. Available at: <http://www.angelfire.com/planet/starstudents/SeaTree/alakahakaitrail.html>

OR - if no photographer/creator is named:

Student Academic Resource Services, Inc. 2007. Picture #2. Available at:
<http://www.angelfire.com/planet/starstudents/SeaTree/alakahakaitrail.html>

If you use more than one of any particular type of illustration (photo, table, graphic), you must number the illustrations in consecutive order used. Number and label all TABLES "above" the illustration. Number and label all CHARTS, PICS, and OTHER GRAPHICS "below" the illustration. Examples:

Table 1: My Project Raw Data

Data 1	1234	4321	2134
Data 2	5678	7685	6857
Data 3	4321	3124	2431
Data 4	9876	7689	8697

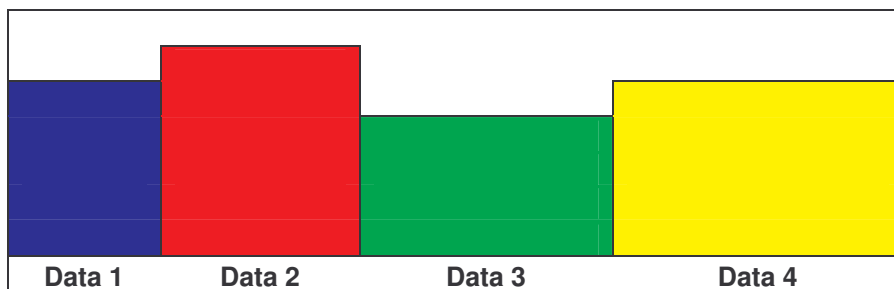


Chart 2: Data Comparison Graph



(Stroud, 2010)

Picture 3: Abyssinian (Swirly) Cavy